

FIRE MARSHAL



Approved and Adopted by the
Office of State Fire Marshal



Recommended for adoption by
the Statewide Training and
Education Advisory Committee
and the
State Board of Fire Services

CERTIFICATION TRAINING STANDARDS

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RE MARSHAL CERTIFICATION TRAINING STANDARDS

Introduction

A Certification Training Standards (CTS) Guide is developed for each rank in the fire service -- fire fighter, driver/operator, fire instructor, fire officer, etc. The CTS Guide lists every responsibility a person is expected to complete and a student performance goal that includes a measurable minimum performance standard. In addition, a comprehensive list of reference resources is provided. The CTS Guide has several valuable uses:

It is the foundation for the certification programs recommended for adoption by the SBFS. Any certification program must be based upon job-related knowledge and measurable objectives.

It provides measurable minimum performance standards. The validity and reliability of fire service entrance and promotional examinations can be more easily defended when such measurable standards are utilized.

These performance standards will need to be augmented by additional training in order to master the knowledge and skills needed for specialized operations.

It lists a variety of reference resources that may be studied in order to enhance job performance. A student can be confident that any eventual testing will be based upon the authoritative resources being studied. It is this fostering of individual confidence and initiative, which may become the most important accomplishment of the CTS Guide.

Format

The following is the standardized format for a Certification Training Standards Guide.

Title

The title should be written as concise as possible and provides the first indication that the standard is cognitive, psychomotor, or both. This indication is accomplished by using corresponding verbs. A task title might be, "Describe and Demonstrate the Use of Ropes." This shows that there are both cognitive and psychomotor requirements.

Authority

Each CTS is keyed, when possible, to a subsection of the appropriate National Fire Protection Association (NFPA) Professional Qualifications. Because of this correlation between the CTS Guide and the NFPA standard, it can be said that each fire service position in California's certification system meets or exceeds the corresponding NFPA standard. In order to achieve this and satisfy the desired performance for California fire service personnel, a standard that the NFPA has designated for a particular level (Fire Officer V for example) may be included in



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California's Fire Officer requirements. Moreover, in some instances, because of repetition in the NFPA standard, several subsections might be cited for a single CTS.

In other instances, California may have a requirement that has been overlooked or neglected by the NFPA. When there is no NFPA subsection in the standard to cite, the authority requiring the standard, or a performance within the standard, is listed. In these cases, the authority cited is the State Fire Marshal and the requirements are printed in *italics*.

Level

Two levels of learning are used in a CTS Guide. These levels are defined as:

Level I: Knowledge

The ability to recall or recognition of previously learned material (facts, theories, etc.) in essentially the same form as taught. Students will be able to name, match, list, and identify a concept, principle, or object.

Level II: Comprehension

The ability to use information within a limited context, use abstractions in particular situations, and break information into its parts to clarify relationships. Students will be able to describe and demonstrate the use of an identified concept, principle, or object.

Performance Goal

The heart of the CTS Guide is contained in the performance goals. They attempt to specifically measure what a student knows or is capable of doing at the end of the instructional period by defining the amount of technical knowledge required or the skill of the psychomotor performance. The performance goal provides the instructor or testing agency with these guidelines.

1. What the student should be given to accomplish the CTS.

What the student should be able to accomplish.

How well the student should perform.

The authoritative reference resources being employed.

Given

Technically, the performance goal differs from a student behavioral objective (in a lesson plan) because the "Given" or "Condition" sections are not the same. In a behavioral objective, the "Condition" contains what the student is given at the time of testing. In a performance goal, the "Given" contains a block of information necessary for a student to study and accomplish the corresponding performance.

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1. Describe leadership styles, which at a minimum ***shall*** include:
 - Command presence
 - Concepts
 - Models
 - Theories

Performance

The "Performance" section of the performance goal lists, in detail, what a student must accomplish in order to satisfy the CTS. To cut down on the sheer size of the CTS Guide, the many details included in the "Performance" section precluded the necessity of writing a series of task analyses on closely related subjects. For example, when talking about leadership styles, it became possible to write:

Generally, but not always, each numbered item in the "Performance" is a job. Sometimes, however, many jobs are included in a single numbered item. In this case, each bullet represents a single job.

Standard

The "Standard" section of the performance goal identifies how the student will be evaluated. For cognitive requirements, the standard will be with a minimum 80% accuracy on a written exam. For psychomotor requirements, the standard will be by completing all operations on a performance test. In the cases where the CTS has both psychomotor and cognitive performance goals, the standard will list both the written exam and a performance test.

Learning Resources

A list of available authoritative reference resources supporting the performance goal.



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SECTION 1: ADMINISTRATION FOR THE FIRE MARSHAL

FIRE MARSHAL

SECTION 1: ADMINISTRATION

FM 1-1: IDENTIFY THE ROLE OF A FIRE MARSHAL

AUTHORITY:	NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTIONS 5.2.1, 5.5.1 THROUGH 5.5.6 NFPA 1031 PROFESSIONAL QUALIFICATIONS FOR FIRE INSPECTOR AND PLAN EXAMINER (2009): SECTIONS 6.2.4, 6.2.5, AND 6.2.8 AND <i>STATE FIRE MARSHAL</i>
LEVEL:	II
REQUISITE KNOWLEDGE:	ORGANIZATIONAL STRUCTURE; ORGANIZATIONAL MISSION; FUNDAMENTAL STRATEGIC PLANNING PROCESSES; STAFFING POSITIONS, ROLES, AND RESPONSIBILITIES; AND INTRA- AND INTER-ORGANIZATIONAL RELATIONSHIPS. (5.2.1) TRAINING AND PROFESSIONAL DEVELOPMENT PRINCIPLES, GUIDES, AND STANDARDS. (5.5.1) NEEDS ANALYSIS, TASK ANALYSIS, DEVELOPMENT OF JPRs, ORGANIZATIONAL GOALS AND OBJECTIVES, JURISDICTIONAL REQUIREMENTS, LESSON PLANNING, INSTRUCTIONAL METHODS, CHARACTERISTICS OF ADULT LEARNERS, INSTRUCTIONAL MEDIA, CURRICULUM DEVELOPMENT, AND DEVELOPMENT OF EVALUATION INSTRUMENTS. (5.5.2) ORGANIZATIONAL GOALS AND REQUIREMENTS, INSTRUCTIONAL DESIGN, ADULT LEARNING PRINCIPLES, AND PRINCIPLES OF PERFORMANCE-BASED EDUCATION. (5.5.3) ORGANIZATIONAL GOALS AND OBJECTIVES, AVAILABLE RESOURCES, AND INSTRUCTIONAL METHODS. (5.5.4) ORGANIZATIONAL GOALS AND OBJECTIVES, RECORD-KEEPING SYSTEMS, DATA ACQUISITION TECHNIQUES, AND INSTRUCTIONAL METHODS. (5.5.5) PROFESSIONAL TRENDS, EMERGING TECHNOLOGIES, FUTURE ORGANIZATIONAL CONSTRAINTS, AND FUTURE RESOURCES. (5.5.6) LEGAL PRECEDENCE AND THE VARIOUS SYSTEMS OF GOVERNMENT THAT AFFECT THE PERFORMANCE OF THE FIRST INSPECTOR'S DUTIES, HOW TO READ BLUEPRINTS AND IDENTIFY SYMBOLS RELATED TO CONSTRUCTION PLANS AND SPECIFICATIONS, POLICIES AND PROCEDURES OF THE JURISDICTION RELATED TO CODE ENFORCEMENT AND PLANS REVIEW, AND SOURCES OF DETAILED AND TECHNICAL INFORMATION RELATED TO PLANS AND SPECIFICATIONS. (6.2.4) TYPES AND SOURCES OF PUBLICATIONS, INCLUDING APPROVAL AND LISTINGS GUIDES, CODES AND STANDARDS, AND TECHNICAL REFERENCES. (6.2.5) BUDGET PROCEDURES OF THE JURISDICTION, REVENUE SOURCES, AND FUNDING MECHANISMS. (6.2.8)
REQUISITE SKILL:	THE ABILITY TO COMMUNICATE IN WRITING AND ORALLY; ABILITY TO CONSOLIDATE INFORMATION AND DATA FROM A VARIETY OF SOURCES FOR SHORT- AND LONG-TERM PLANNING PURPOSES; ABILITY TO FORECAST STAFFING, CAPITAL, AND BUDGETARY NEEDS TO SUPPORT THE ROLES AND RESPONSIBILITIES OF FIRE MARSHAL; ABILITY TO ESTABLISH ORGANIZATIONAL STRUCTURE, TO INCLUDE BOTH EXISTING AND FUTURE STAFFING POSITIONS, TO IMPLEMENT THE ROLES AND RESPONSIBILITIES OF FIRE MARSHAL CONSISTENT WITH THE OVERALL ORGANIZATIONAL STRUCTURE; AND ABILITY TO INTEGRATE RELATIONSHIPS, FUNCTIONS, AND NEEDS OF STAKEHOLDERS. (5.2.1) CONDUCTING RESEARCH, FACILITATING COMMITTEE MEETINGS, AND NEEDS AND TASK ANALYSIS; ORGANIZING INFORMATION INTO FUNCTIONAL GROUPINGS; AND INTERPRETING DATA. (5.5.2) THE ABILITY TO CONDUCT INSTRUCTIONAL PLANNING AND EVALUATE TRAINING OPTIONS. (5.5.3)

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SECTION 1: ADMINISTRATION FOR THE FIRE MARSHAL

THE ABILITY TO ASSIGN RESPONSIBILITY, CONDUCT RESEARCH, FACILITATE COMMITTEE MEETINGS, ORGANIZE INFORMATION, COMMUNICATE ORALLY AND IN WRITING, AND INTERPRET DATA. (5.5.4)

THE ABILITY TO ANALYZE AND EVALUATE DATA. (5.5.5)

THE ABILITY TO CONDUCT RESEARCH, EVALUATE TRENDS, AND FORECAST NEEDS. (5.5.6)

THE ABILITY TO IDENTIFY ACCEPTABLE CONSTRUCTION METHODS AND MATERIALS RELATED TO FIRE SAFETY, READ AND INTERPRET CONSTRUCTION PLANS AND SPECIFICATIONS, COMMUNICATE VERBALLY AND IN WRITING, EDUCATE, RESEARCH, MAKE DECISIONS, RECOGNIZE PROBLEMS, AND RESOLVE CONFLICTS. (6.2.4)

THE ABILITY TO RECOGNIZE THE NEED FOR MATERIALS, IDENTIFY CORRECT MATERIALS, CALCULATE BUDGET IMPACT, AND MAKE DECISIONS REGARDING PRIORITIES. (6.2.5)

THE ABILITY TO RECOGNIZE PROBLEMS, MEASURE COST/BENEFIT, AND IDENTIFY ADDITIONAL RESOURCES. (6.2.8)

PERFORMANCE GOAL

GIVEN:

1. A defined organizational fire prevention mission
2. A summary of the administrative services and duties assigned to or designated by the jurisdiction to the Fire Marshal
3. A summary of the role of the Fire Marshal in human resource management
4. A summary of the role of the Fire Marshal in community and government relations
5. A summary of the role of the Fire Marshal in inspections and investigations
6. A summary of the role of the Fire Marshal in risk management
7. A summary of the role of the Fire Marshal in professional development
8. A summary of the role of the Fire Marshal in regulatory programs
9. A summary of the role of the Fire Marshal in fire and life safety education

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Identify the mission of fire prevention within the organization, which at a minimum **shall** include:
 - Roles and responsibilities of the Fire Marshal
 - Inter- and intra-organizational relationships
2. Identify the administrative services and duties assigned or designated by the jurisdiction to the Fire Marshal, which at a minimum **shall** include:
 - Planning, organizing, directing, and controlling the division
 - Identifying strategic and operational planning needs
 - Administering and supervising
 - Budgeting and resource allocation
 - Resource and record keeping
 - Technical decision-making related to laws, policies and ordinances
3. Identify the role of the Fire Marshal in human resource management, which at a minimum **shall** include:

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SECTION 1: ADMINISTRATION FOR THE FIRE MARSHAL

- Personnel assignments
 - Employee/management relations and programs
 - Professional development
 - Job performance evaluations
 - Legal responsibilities relating to employment
 - Recruitment, hiring and promotions
 - Pros and cons of sworn vs. civilian personnel
4. Identify the role of the Fire Marshal in community and government relations, which at a minimum **shall** include:
- Planning legislative activities
 - Communicating public programs
 - Proposing code changes
 - Testifying at hearings
 - Responding to inquiries
 - Community outreach programs
 - Conveying a message to the community
 - Receiving and evaluating public feedback
 - Community leadership and outreach
5. Identify the role of the Fire Marshal in inspections and investigations, which at a minimum **shall** include:
- Administering an inspection program
 - Mandated and non-mandated inspections
 - Standby fire safety officers
 - Fire origin and cause determination
 - Fire/Arson investigative processes
6. Identify the role of the Fire Marshal in risk management, which at a minimum **shall** include:
- Risk management definition and purpose
 - Data gathering and examination
 - Development of a Risk Management Program
7. Identify the role of the Fire Marshal in professional development, which at a minimum **shall** include:
- Needs assessment
 - Program development
 - Evaluation and forecasting
8. Identify the role of the Fire Marshal in regulatory programs, which at a minimum **shall** include:
- *California Building Standards Code adoption process*



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SECTION 1: ADMINISTRATION FOR THE FIRE MARSHAL

- Developing, adopting, modifying, and maintaining codes and standards
 - Inspection programs
 - Plan review programs
 - Appeals, interpretations and alternative compliance
9. Identify the role of the Fire Marshal in fire and life safety education, which at a minimum ***shall*** include:
- *Community leadership and interaction*
 - Program development
 - Program implementation

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 1: ADMINISTRATION FOR THE FIRE MARSHAL

FM 1-2: DESCRIBE AND DEMONSTRATE ANALYZING DEPARTMENT POLICIES AND PROCEDURES AND SUPERVISING THE REVISION/DEVELOPMENT OF POLICIES AND PROCEDURES

AUTHORITY:	STATE FIRE MARSHAL BASED ON NFPA 1021 STANDARD FOR FIRE OFFICER PROFESSIONAL QUALIFICATIONS (2009): SECTION 6.4.7
LEVEL:	II
REQUISITE KNOWLEDGE:	[TEXT]
REQUISITE SKILL:	[TEXT]

PERFORMANCE GOAL

GIVEN:

1. A summary of policies and procedures used for problem identification
2. A summary critical issues to be considered when delegating the revision or development of department policies and procedures
3. A summary of considerations for delegation and review of policy or procedure development or revision

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Analyze and describe how a given policy may affect officers, crews, and the department
2. Describe why accuracy, clarity, and impartiality are important in developing, interpreting and implementing department policies
3. Describe the delegation and review of a new policy or procedure or a change to an existing policy or procedure

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

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SECTION 1: ADMINISTRATION FOR THE FIRE MARSHAL

FM 1-3: DESCRIBE AND DEMONSTRATE DEVELOPING A MODEL RESPONSE PLAN AND A LONG-RANGE PLAN

AUTHORITY:	STATE FIRE MARSHAL (FROM CHIEF OFFICER CTS) NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTION 5.2.3
LEVEL:	II
REQUISITE KNOWLEDGE:	ORGANIZATIONAL STRUCTURE, LEGAL REQUIREMENTS, ORGANIZATIONAL MISSION, FUNDAMENTAL STRATEGIC PLANNING PROCESSES, ORGANIZATIONAL STAFFING, ROLES, AND RESPONSIBILITIES, STAKEHOLDER RELATIONSHIPS. (5.2.3)
REQUISITE SKILL:	THE ABILITY TO COMMUNICATE IN WRITING AND ORALLY; ABILITY TO CONSOLIDATE INFORMATION AND DATA FROM A VARIETY OF SOURCES FOR SHORT- AND LONG-TERM PLANNING PURPOSES; ABILITY TO FORECAST STAFFING, CAPITAL, AND BUDGETARY NEEDS TO SUPPORT THE ROLES AND RESPONSIBILITIES OF FIRE MARSHAL; ABILITY TO ESTABLISH AN ORGANIZATIONAL STRUCTURE, TO INCLUDE BOTH EXISTING AND FUTURE STAFFING POSITIONS, TO IMPLEMENT THE ROLES AND RESPONSIBILITIES OF FIRE MARSHAL CONSISTENT WITH THE OVERALL ORGANIZATION STRUCTURE; AND ABILITY TO INTEGRATE RELATIONSHIPS, FUNCTIONS, AND NEEDS OF STAKEHOLDERS. (5.2.3)

PERFORMANCE GOAL

GIVEN:

1. A summary of physical and geographic characteristics and hazards, demographics, community plan, contractual agreements, and local state and federal laws and regulations
2. A summary of department policies and procedures, fire codes, departmental plan, staffing requirements, training standards, and department needs assessments
3. A summary of the components and organization of a model response plan, and the resources for an area to be protected
4. A summary of the components and organization of a comprehensive, long-range plan, and the current department resources and status, and the projected community requirements

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the use of the long-range planning process to forecast infrastructure needs for community development, which include but are not limited to:
 - California Environmental Quality Act (CEQA)
 - General Plans
 - Specific Plans
2. Describe and demonstrate how to gather and interpret data needed for model response plans, which may include but are not limited to:
 - Long-range plans
 - Pre-incident plans
 - General Plans
 - California Environmental Quality Act (CEQA)



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SECTION 1: ADMINISTRATION FOR THE FIRE MARSHAL

3. Describe and demonstrate how to gather and interpret data needed for long-range plans
4. Identify the process of developing a General Plan and a model response plan so that resource utilization is maximized and community needs are met
5. Demonstrate the development of a comprehensive long-range plan so that the projected needs of the community are met

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 1: ADMINISTRATION FOR THE FIRE MARSHAL

FM 1-4: DESCRIBE ANALYZING AND INTERPRETING RECORDS AND DATA

AUTHORITY:	STATE FIRE MARSHAL (FROM CHIEF OFFICER CTS) NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTION 5.3.6
LEVEL:	II
REQUISITE KNOWLEDGE:	EFFECTS OF EXTERNAL AND INTERNAL INFLUENCES UPON THE RISK MANAGEMENT SOLUTIONS, AVAILABLE RESOURCES AND COSTS. (5.3.6)
REQUISITE SKILL:	THE ABILITY TO IDENTIFY AND EVALUATE THE EFFECTS OF INTERNAL AND EXTERNAL INFLUENCES ON THE RISK MANAGEMENT SOLUTIONS. (5.3.6)

PERFORMANCE GOAL

GIVEN:

1. A summary of the purpose and function of records and reports
2. A summary of the appropriate context of most records and reports
3. A summary of the need for and benefits of proper documentation, accuracy, and completeness
4. A summary of confidentiality and privacy requirements
5. A summary of procedures used to compile and analyze data used in the strategic planning process

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the purpose and function of records and reports, which at a minimum **shall** include:
 - Accident/injury
 - Daily logs and activity reports
 - Exposure
 - Incident
 - Inspection records
 - Maintenance and use
 - Memoranda and letters
 - Personnel
 - Prevention
 - Training records
 - Worker's compensation
2. Describe the appropriate context of most records and reports, which at a minimum **shall** include:
 - Appropriate and descriptive terminology
 - Correct grammar, spelling, and syntax
 - Detailed and organized narrative
 - Only known facts



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SECTION 1: ADMINISTRATION FOR THE FIRE MARSHAL

- The who, what, when, where, why, and how
- 3. Describe the need for and benefits of proper documentation, accuracy, and completeness
- 4. Describe the reason for confidentiality and privacy requirements
- 5. Describe how to compile and analyze data used in the strategic planning process

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

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SECTION 1: ADMINISTRATION FOR THE FIRE MARSHAL

FM 1-5: DESCRIBE AND DEMONSTRATE DEVELOPING A DIVISIONAL OR DEPARTMENT BUDGET

AUTHORITY:	STATE FIRE MARSHAL (FROM CHIEF OFFICER CTS) NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTIONS 5.2.4
LEVEL:	II
REQUISITE KNOWLEDGE:	ORGANIZATIONAL BUDGETING PROCESS AND BASIC ACCOUNTING REQUIREMENTS. (5.2.4)
REQUISITE SKILL:	THE ABILITY TO CARRY OUT THE ORGANIZATIONAL BUDGETING PROCESS (I.E., FORMS, ORDERS, ETC.) AS RELATED TO THE ROLES AND RESPONSIBILITIES OF FIRE MARSHAL, AND ABILITY TO COMMUNICATE THE BUDGETARY NEEDS TO SUPPORT THE ROLES AND RESPONSIBILITIES OF THE FIRE MARSHAL. (5.2.4)

PERFORMANCE GOAL

GIVEN:

1. A summary of the principles of financial management
2. A summary of the basics of budgeting
3. A summary of the capital budgeting process
4. A summary of early financial warning signs and actions to avoid a crisis

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the principles of financial management, which at a minimum **shall** include:
 - Budget input
 - Living within financial means
 - Periodic review
 - Relationship to overall planning efforts
2. Describe the basics of budgeting, which at a minimum **shall** include:
 - Budget presentation
 - Competition for resources
 - Examination of revenues
 - Justification of expenditures
 - Technology
3. Describe the capital budgeting process, which at a minimum **shall** include:
 - Competitive markets
 - Depreciation
 - Initial outlay
 - Measuring a projects benefits and costs
4. Describe and demonstrate the development of a Fire Prevention Fee Schedule, which at a minimum **shall** include:
 - Statutory limitations



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SECTION 1: ADMINISTRATION FOR THE FIRE MARSHAL

- Cost recovery
 - Enterprise budgeting
 - Code adoption process
5. Describe early financial warning signs and actions to avoid a crisis, which at a minimum **shall** include:
- Ad valorem taxes below revenue estimates
 - Any trend in decreasing tax revenue
 - Declining property values
 - Excessive debt
 - Increasing labor costs
 - Operating in a deficit, requiring the use of reserves

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

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SECTION 1: ADMINISTRATION FOR THE FIRE MARSHAL

FM 1-6: DESCRIBE AND DEMONSTRATE DEVELOPING A BUDGET MANAGEMENT SYSTEM

AUTHORITY:	STATE FIRE MARSHAL (FROM CHIEF OFFICER CTS) NFPA 1031 PROFESSIONAL QUALIFICATIONS FOR FIRE INSPECTOR AND PLAN EXAMINER (2009): SECTIONS 6.2.8 NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTIONS 5.2.4
LEVEL:	II
REQUISITE KNOWLEDGE:	BUDGET PROCEDURES OF THE JURISDICTION, REVENUE SOURCES, AND FUNDING MECHANISMS. (6.2.8) ORGANIZATIONAL BUDGETING PROCESS AND BASIC ACCOUNTING REQUIREMENTS. (5.2.4))
REQUISITE SKILL:	THE ABILITY TO RECOGNIZE PROBLEMS, MEASURE COST/BENEFIT, AND IDENTIFY ADDITIONAL RESOURCES. (6.2.8) THE ABILITY TO CARRY OUT THE ORGANIZATIONAL BUDGETING PROCESS (I.E., FORMS, ORDERS, ETC.) AS RELATED TO THE ROLES AND RESPONSIBILITIES OF FIRE MARSHAL, AND ABILITY TO COMMUNICATE THE BUDGETARY NEEDS TO SUPPORT THE ROLES AND RESPONSIBILITIES OF THE FIRE MARSHAL. (5.2.4)

PERFORMANCE GOAL

GIVEN:

1. A summary of the various budgeting systems
2. A summary of methods used to develop a budget using one budgeting system
3. A summary of the various budgeting types
4. A summary of the various types of revenues sources
5. A summary of the various types of funds used to manage revenue
6. A summary of the budget development process
7. A summary of individual department budget processes

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the various budgeting systems, which at a minimum **shall** include:
 - Line-item
 - Matrix
 - Performance
 - Program
 - Zero-based
2. Demonstrate how to develop a budget using one budgeting system
3. Describe the various budgeting types, which at a minimum **shall** include:
 - Capital
 - Operating
4. Describe the various types of revenues sources, which at a minimum **shall** include:
 - Bonds
 - Community facilities districts

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 1: ADMINISTRATION FOR THE FIRE MARSHAL

- Community services districts
 - Fees
 - Grants
 - Income taxes
 - Mello-Ross taxes
 - Property taxes
 - Redevelopment District Assessments
 - Sales taxes
 - Special taxes
5. Describe the various types of funds used to manage revenue, which at a minimum **shall** include:
- Enterprise funds
 - Restricted funds
 - Sinking funds
 - Trust funds
6. Describe the budget development process, which at a minimum **shall** include:
- Evaluation
 - Implementation
 - Monitor process
 - Plans
 - Preparation
7. Describe individual department budget processes

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 1: ADMINISTRATION FOR THE FIRE MARSHAL

FM 1-7: DESCRIBE THE PROCESS OF SOLICITING BIDS AND AWARDING BIDS

AUTHORITY:	STATE FIRE MARSHAL (FROM CHIEF OFFICER CTS)
LEVEL:	II

PERFORMANCE GOAL

GIVEN:

1. A summary of the requirements for bidders
2. A summary of bid specification guidelines
3. A summary of a department specific bidding process and how bids are awarded
4. Summary of the pitfalls of developing bids that are too specific
5. Summary of how to develop a Request for Proposal

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the requirements for bidders, which at a minimum **shall** include:
 - Attendance at pre-bid meetings
 - Financial statements
 - Liability of performance bonds
 - Payment schedules
 - Specified delivery times
2. Describe the bid specification guidelines, which at a minimum **shall** include:
 - Acceptance test
 - Accessories
 - American National Standards Institute (ANSI)
 - Delivery date
 - NFPA standards
 - NIOSH standards
 - Nonperformance clause
 - Number of units
 - Training for personnel
 - Technical support
 - Training for maintenance personnel
 - Warranty
3. Describe a department-specific bidding process and how bids are awarded
4. Describe the pitfalls of developing bids that are too specific
5. Describe how to develop a Request for Proposal

STANDARD:



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 1: ADMINISTRATION FOR THE FIRE MARSHAL

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 1: ADMINISTRATION FOR THE FIRE MARSHAL

FM 1-8: DESCRIBE DIRECTING THE DEVELOPMENT, MAINTENANCE, AND EVALUATION OF A DEPARTMENT RECORDKEEPING SYSTEM

AUTHORITY:	STATE FIRE MARSHAL (FROM CHIEF OFFICER CTS) NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTION 5.3.3
LEVEL:	II
REQUISITE KNOWLEDGE:	TARGET RISKS, AVAILABLE INPUT AND OUTPUT, AVAILABLE DATA MANAGEMENT SYSTEMS, AVAILABLE PERSONNEL, AND RELATED ORGANIZATIONAL PROCEDURES. (5.3.3)
REQUISITE SKILLS:	THE ABILITY TO ESTABLISH THE PARAMETERS FOR DATA AND INFORMATION COLLECTION, AND MAINTAIN DATA MANAGEMENT AND STORAGE SYSTEMS. (5.3.3)

PERFORMANCE GOAL

GIVEN:

1. A summary of methods used to develop a record management system
2. A summary the benefits of a record management system
3. A summary the information system management process
4. A summary the types of records stored in a information management system
5. A summary of the components of an electronic data storage and retrieval system
6. A summary security issues related to record keeping

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the methods used to develop a record management system
2. Describe the benefits of a record management system, which at a minimum **shall** include:
 - Ensuring accountability
 - Improving the operational efficiency of the organization
 - Knowing the records maintained by the organization
 - Meeting legislative and regulatory mandates
 - Meeting strategic goals and objectives
 - Protecting internal and external customer interests
 - Providing historical data
 - Saving administrative costs
 - Supporting and improving the decision making process
3. Describe the information system management process, which at a minimum **shall** include:
 - Acquiring
 - Analyzing
 - Distributing
 - Organizing
 - Storing date



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 1: ADMINISTRATION FOR THE FIRE MARSHAL

4. Describe the types of records stored in a information management system, which at a minimum **shall** include:
 - Activity
 - Budget
 - Inventory
 - Maintenance
 - Personnel
5. Describe the purpose and statutory requirements for a records management and retention program
6. Describe the components of an electronic data storage and retrieval system
7. Describe security issues related to record keeping

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 1: ADMINISTRATION FOR THE FIRE MARSHAL

FM 1-9: DESCRIBE RESEARCHING, EVALUATING, AND PROJECTING TRAINING REQUIREMENTS, FACILITIES, AND BUILDING NEEDS TO MEET DEPARTMENT GOALS

AUTHORITY:	STATE FIRE MARSHAL (FROM CHIEF OFFICER CTS)
LEVEL:	II

PERFORMANCE GOAL

GIVEN:

1. A summary of how to determine the goals and objectives required to meet the department's training needs and requirements
2. A summary of the goal and objectives that the training program should accomplish
3. A summary of the considerations used to determine the budgetary requirements for implementing a training program
4. A summary of the how to develop and implement a training program using the AIDE process
5. A summary of the components of the training team required to implement and maintain a training program
6. A summary of the methods used to develop training program criteria
7. A summary of methods used to develop a training policies and procedures
8. A summary of the methods used to determine the need for training facilities, buildings, and training props
9. A summary of how construction goals and schedules for the training facility and building are developed

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe how to determine the goals and objectives required to meet the department's training needs and requirements
2. Describe the goals and objectives that the training program should accomplish
3. Describe how to determine the budgetary requirements for implementing a training program
4. Describe the how to develop and implement a training program using the AIDE process, which at a minimum **shall** include:
 - Administration
 - Implementation
 - Delivery
 - Evaluation

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 1: ADMINISTRATION FOR THE FIRE MARSHAL

5. Describe the components of the training team required to implement and maintain a training program, which at a minimum **shall** include:
 - Instructors
 - Training committee
 - Training officer
6. Describe the methods used to develop training program criteria, which at a minimum **shall** include:
 - Employee needs
 - Federal, state, and local mandates
 - Fire Chief's direction
 - Fire department mission
 - Professional standards
7. Describe the methods used to develop a training policies and procedures
8. Describe the methods used to determine the need for training facilities, buildings, and training props
9. Describe how construction goals and schedules for the training facility and building are developed

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 1: ADMINISTRATION FOR THE FIRE MARSHAL

FM 1-10: DESCRIBE STRATEGIC PLANNING

AUTHORITY:	STATE FIRE MARSHAL (FROM EXECUTIVE CHIEF OFFICER CTS)
LEVEL:	II

PERFORMANCE GOAL

GIVEN:

1. A summary of the various types of strategic planning approaches
2. A summary of the advantages to strategic planning
3. A summary of the elements of a strategic plan
4. A summary of the strategic planning process

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the various types of strategic planning approaches, which at a minimum **shall** include:
 - Strategic plan
 - Master plan
 - Long-range capital and financial plan
 - Short-term plan
2. Describe the advantages to strategic planning, which at a minimum **shall** include:
 - Identifies a vision of the future
 - Seeks consensus and buy-in from stakeholders
 - Encompasses multiple issues
 - Achieves a high-level view, addressing not only operations, but also policy
3. Describe the elements of a strategic plan, which at a minimum **shall** include:
 - Core values
 - Mission statement
 - Vision statement
 - Strategic objectives
 - Strategies to meet the objectives
 - Tactics/tasks to meet the objectives
4. Describe the strategic planning process, which at a minimum **shall** include:
 - Identify the stakeholders impacted by the plan
 - Assemble a planning team
 - Assess the current situation and future trends
 - Identify strategic issues
 - Articulate vision, core values, and mission statements
 - Select goals, strategies, and tactics



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 1: ADMINISTRATION FOR THE FIRE MARSHAL

- *Draft and edit the plan*
- *Present the plan*

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 2: HUMAN RESOURCE MANAGEMENT FOR THE FIRE MARSHAL

SECTION 2: HUMAN RESOURCE MANAGEMENT

FM 2-1: DESCRIBE PRINCIPLES OF LEADERSHIP FOR THE CHIEF OFFICER

AUTHORITY:	STATE FIRE MARSHAL (FROM CHIEF OFFICER CTS)
LEVEL:	II

PERFORMANCE GOAL

GIVEN:

1. A summary of leadership considerations as they relate to the other functions of management
2. A summary of the factors that impact leadership on individual, group, and organizational behavior
3. A summary of the traditional leadership styles
4. A summary of the styles of situational leadership
5. A summary of contemporary approaches to leadership
6. A summary of factors chief officers use to influence others

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the importance of leadership as it relates to the other functions of management
2. Describe the impact of leadership on individual, group, and organizational behavior
3. Describe the effect of traditional leadership styles, which at a minimum **shall** include:
 - Autocratic
 - Democratic
 - Laissez-faire
4. Describe the styles of situational leadership, which at a minimum **shall** include:
 - Delegating/achievement-oriented leadership
 - Participating/participative leadership
 - Selling/supportive leadership
 - Telling/directive leadership
5. Describe contemporary approaches to leadership, which at a minimum **shall** include:
 - Charismatic leadership
 - Transactional leadership
 - Transformational leadership
6. Describe the factors chief officers use to influence others, which at a minimum **shall** include:
 - Attraction
 - Commitment and consistency
 - Rule of reciprocity



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 2: HUMAN RESOURCE MANAGEMENT FOR THE FIRE MARSHAL

- Social proof

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 2: HUMAN RESOURCE MANAGEMENT FOR THE FIRE MARSHAL

FM 2-2: DESCRIBE ESTABLISHING PERSONNEL ASSIGNMENTS

AUTHORITY:	STATE FIRE MARSHAL (FROM CHIEF OFFICER CTS) NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTION 5.2.2
LEVEL:	II
REQUISITE KNOWLEDGE:	MINIMUM STAFFING REQUIREMENTS, AVAILABLE HUMAN RESOURCES, AND JURISDICTIONAL REQUIREMENTS. (5.2.2)
REQUISITE SKILLS:	THE ABILITY TO RELATE INTERPERSONALLY AND TO COMMUNICATE ORALLY AND IN WRITING. [1021:6.2.1] (5.2.2)

PERFORMANCE GOAL

GIVEN:

1. A summary of the methods used to delegate in order to empower personnel
2. A summary of the methods use to establish organizational core values, mission, vision, goals, strategy, and tactics
3. A summary of the methods used to develop organizational plans
4. A summary of factors that affect personnel assignments
5. A summary of the considerations used to include individuals of diverse backgrounds in establishing work assignments

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the process of delegation in order to empower personnel
2. Describe the establishment of organizational core values, mission, vision, goals, strategy and tactics
3. Describe the development of organizational plans, which at a minimum **shall** include:
 - Assigning duties and responsibilities
 - Coordinating tasks between divisions and groups
 - Establishing formal lines of communication and authority
 - Establishing relationships among individuals, groups, and divisions
 - Delineating lines of accountability
 - Determining the deployment of resources
 - Grouping jobs into work units
 - Separating work assignments into bureaus or divisions
4. Describe factors that affect personnel assignments, which at a minimum **shall** include:
 - Levels of staffing
 - Probationary employees
 - Transfers
 - Work environment and expectations
5. Describe the considerations used to include individuals of diverse backgrounds in establishing work assignments



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 2: HUMAN RESOURCE MANAGEMENT FOR THE FIRE MARSHAL

6. Describe the importance of relating interpersonally and the ability to communicate effectively both orally and in writing

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 2: HUMAN RESOURCE MANAGEMENT FOR THE FIRE MARSHAL

FM 2-3: EVALUATE EMPLOYEE/MANAGEMENT RELATIONS AND INITIATE A PROCESS THAT SUPPORTS A POSITIVE AND PARTICIPATIVE EMPLOYEE/MANAGEMENT PROGRAM

AUTHORITY:	STATE FIRE MARSHAL (FROM CHIEF OFFICER CTS)
LEVEL:	II

PERFORMANCE GOAL

GIVEN:

1. A summary of factors used to evaluate the character of an organization
2. A summary of the elements that support positive and participative employee/management relations
3. A summary of the communication models used in the fire service
4. A summary of the considerations used in organizational decision-making
5. A summary of management styles that are used to resolve conflict
6. A summary of the steps used to resolve conflict

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe how to evaluate the character of an organization using defining factors, which may include:
 - Organizational communication
 - Organizational image
 - Organizational leadership
 - Organizational priorities
 - Vision, mission, and values
2. Describe elements that support positive and participative employee/management relations, which at a minimum **shall** include:
 - Atmosphere of unity and harmony
 - Joint initiatives that support department goals and member needs
 - Regularly scheduled, proactive meetings
 - Shared decision-making and problem-solving
 - Shared vision and mission
3. Describe the communication models used in the fire service, which may include:
 - Sender/Receiver
 - Continuous loop
 - Transmission
 - Co-orientation
 - Shared experience

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 2: HUMAN RESOURCE MANAGEMENT FOR THE FIRE MARSHAL

- Transcendental
 - Hub
4. Describe the process of organizational decision-making, which at a minimum **shall** include:
- Decision-making priorities
 - Decision-making styles
 - Decision-making models
5. Describe how to evaluate management styles that are used to resolve conflict, which at a minimum **shall** include:
- Avoiding conflict
 - Accommodating conflict
 - Collaborating conflict
 - Forcing conflict
 - Negotiating conflict
6. Describe the steps used to resolve conflict, which may include:
- Define/diagnose the problem
 - Identify and classify the problem
 - Determine appropriate conflict management style to be used
 - Communicate throughout the process
 - Identify potential resolutions
 - Choose a resolution
 - Convert decision to action
 - Test the action against the desired result

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 2: HUMAN RESOURCE MANAGEMENT FOR THE FIRE MARSHAL

FM 2-4: DESCRIBE METHODS TO FACILITATE AND PROMOTE PROFESSIONAL DEVELOPMENT FOR THE FIRE MARSHAL

AUTHORITY:	STATE FIRE MARSHAL (FROM CHIEF OFFICER CTS)
LEVEL:	II

PERFORMANCE GOAL

GIVEN:

1. A summary of the AIDE process that is used to establish a fire department training program
2. A summary of opportunities for continuing education
3. A summary of the benefits of membership in professional organizations
4. A summary of the elements of Chief Officer accreditation

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the AIDE process that is used to establish a fire department training program, which at a minimum **shall** include:
 - Administration
 - Implementation
 - Delivery
 - Evaluation
2. Describe opportunities for continuing education, which at a minimum **shall** include:
 - Community college programs
 - Four-year universities
 - Harvard Fellowship
 - National Fire Academy programs
 - Online courses
 - State Fire Training programs
 - Training academies
 - Union-sponsored education and apprenticeship programs
3. Describe the benefits of membership in professional organizations, which at a minimum **shall** include:
 - Attendance in professional workshops, seminars, and conferences
 - Establishment of professional networks
 - Renewed enthusiasm for fire the service
 - Shared knowledge within the department
4. Describe the elements of Chief Officer accreditation, which at a minimum **shall** include:
 - Ethical code of conduct



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 2: HUMAN RESOURCE MANAGEMENT FOR THE FIRE MARSHAL

- Requirements for initial Chief Officer designation
- Requirements for renewal

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 2: HUMAN RESOURCE MANAGEMENT FOR THE FIRE MARSHAL

FM 2-5: DESCRIBE MANAGING THE PERFORMANCE EVALUATION PROCESS

AUTHORITY:	STATE FIRE MARSHAL (FROM CHIEF OFFICER CTS)
LEVEL:	II

PERFORMANCE GOAL

GIVEN:

1. A summary of goals and objectives of performance evaluation
2. A summary of types of performance evaluation instruments
3. A summary of common errors found in performance evaluations
4. A summary of the elements of a performance evaluation program
5. A summary of performance improvement plans and their use

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe goals and objectives of performance evaluation
2. Describe types of performance evaluation instruments
3. Describe common errors found in performance evaluations
4. Describe the elements of a performance evaluation program, which at a minimum **shall** include:
 - Link to labor agreements, promotional processes, and discipline procedures
 - Policy statement
 - Supervisor training on both the written and verbal activities
 - Written instrument
5. Describe performance improvement plans and their use

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 2: HUMAN RESOURCE MANAGEMENT FOR THE FIRE MARSHAL

FM 2-6: DESCRIBE EMPLOYEE/MANAGEMENT LABOR RELATIONS

AUTHORITY:	STATE FIRE MARSHAL (FROM CHIEF OFFICER CTS)
LEVEL:	II

PERFORMANCE GOAL

GIVEN:

1. A summary of laws that govern labor relations in California
2. A summary of the process by which a collective bargaining agreement is achieved
3. A summary of the requirements of the obligation to "meet and confer"
4. A summary of methods to achieve agreement
5. A summary of labor-management practices to enhance relations

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the framework of laws that govern labor relations in California, which at a minimum **shall** include:
 - Meyers-Milias-Brown Act
2. Describe the process by which a collective bargaining agreement is achieved
3. Describe the obligation to "meet and confer"
4. Describe methods to achieve agreement, which may include:
 - Arbitration
 - Mediation
 - Negotiation
5. Describe labor-management practices to enhance relations, which may include:
 - Joint labor-management committees
 - Participative management systems

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 2: HUMAN RESOURCE MANAGEMENT FOR THE FIRE MARSHAL

FM 2-7: DESCRIBE THE CHIEF OFFICER'S MANAGEMENT ROLE AND RESPONSIBILITIES

AUTHORITY:	STATE FIRE MARSHAL (FROM CHIEF OFFICER CTS)
LEVEL:	II

PERFORMANCE GOAL

GIVEN:

1. A summary of the roles and responsibilities of a chief officer
2. A summary of the transition from leading individuals to leading leaders
3. A summary of the elements of organizational culture with respect to leadership
4. A summary of the components of a change management plan
5. A summary of the relationship between a chief officer and other government managers

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the roles and responsibilities of a chief officer
2. Describe the transition from leading individuals to leading leaders
3. Describe elements of organizational culture with respect to leadership, which may include:
 - Chain of command, formal and informal
 - Communications channels
 - Morale
 - Organizational values
4. Describe the components of a change management plan, which may include:
 - Conveying the message
 - Evaluating results
 - Identifying affected groups
 - Goals
5. Describe the relationship between a chief officer and other government managers

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 2: HUMAN RESOURCE MANAGEMENT FOR THE FIRE MARSHAL

FM 2-8: DESCRIBE THE CHIEF OFFICER'S LEGAL RESPONSIBILITIES RELATING TO EMPLOYMENT

AUTHORITY:	STATE FIRE MARSHAL (FROM CHIEF OFFICER CTS)
LEVEL:	II

PERFORMANCE GOAL

GIVEN:

1. A summary of the chief officer's legal responsibilities relating to human relations
2. A summary of employer policies related to the above
3. A summary of methods to determine community and agency demographics

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the chief officer's legal responsibilities relating to human relations, which at a minimum **shall** include:
 - Affirmative Action (AA)
 - Americans with Disabilities Act (ADA)
 - Civil Rights Act
 - Cultural diversity
 - Equal Employment Opportunity (EEO/EEOC)
 - Fair Labor Standards Act (FLSA)
 - Family Medical Leave Act (FMLA)
 - Hostile work environment
 - Sexual harassment
 - Worker's compensation
2. Describe employer policies related to the above
3. Describe methods to determine community and agency demographics

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 2: HUMAN RESOURCE MANAGEMENT FOR THE FIRE MARSHAL

FM 2-9: DESCRIBE THE CHIEF OFFICER'S ROLE IN THE RECRUITMENT, HIRING, AND PROMOTIONAL PROCESSES

AUTHORITY:	STATE FIRE MARSHAL (FROM CHIEF OFFICER CTS)
LEVEL:	II

PERFORMANCE GOAL

GIVEN:

1. A summary of the elements in a recruiting plan
2. A summary of the elements in an entry-level hiring process
3. A summary of EEOC and other guidelines on testing
4. A summary of factors in planning a hiring or promotional process
5. A summary of test components
6. A summary of factors in evaluating candidates
7. A summary of scoring methods and considerations

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the elements in a recruiting plan, which may include:
 - Diversity of candidate pool
 - Incentives to apply
 - Methods to market the position(s)
2. Describe the elements in an entry-level hiring process, which may include:
 - Applications
 - Aptitude
 - Background checks
 - Interviews
 - Manipulative testing
 - Medical exams
 - Physical ability testing
 - Psychological exams
 - Other types of testing
 - Written testing
3. Describe EEOC and other guidelines on testing
4. Describe factors in planning a hiring or promotional process, which at a minimum **shall** include:
 - Obtaining and directing subject-matter experts
5. Describe developing and reviewing test components, which may include
 - Assessment labs



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 2: HUMAN RESOURCE MANAGEMENT FOR THE FIRE MARSHAL

- Proctoring and/or administering test components
 - Role playing in simulations
 - Simulators
 - Written exercises
6. Describe factors in evaluating candidates, which at a minimum ***shall*** include:
- Interviewing candidates
 - Observing psychomotor performance
7. Describe scoring methods and considerations

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 2: HUMAN RESOURCE MANAGEMENT FOR THE FIRE MARSHAL

FM 2-10: DESCRIBE THE FIRE MARSHAL'S ROLE IN THE DEVELOPMENT OF A CAREER DEVELOPMENT PROGRAM

AUTHORITY:	STATE FIRE MARSHAL (FROM CHIEF OFFICER CTS) NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTIONS 5.5.1, 5.5.2, 5.5.3, 5.5.4, 5.5.5, AND 5.5.6
LEVEL:	II
REQUISITE KNOWLEDGE:	TRAINING AND PROFESSIONAL DEVELOPMENT PRINCIPLES, GUIDES, AND STANDARDS. (5.5.1) NEEDS ANALYSIS, TASK ANALYSIS, DEVELOPMENT OF JRPs, ORGANIZATIONAL GOALS AND OBJECTIVES, JURISDICTIONAL REQUIREMENTS, LESSON PLANNING INSTRUCTIONAL METHODS, CHARACTERISTICS OF ADULT LEARNERS, INSTRUCTIONAL MEDIA, CURRICULUM DEVELOPMENT, AND DEVELOPMENT OF EVALUATION INSTRUMENTS. (5.5.2) ORGANIZATIONAL GOALS AND REQUIREMENTS, INSTRUCTIONAL DESIGN, ADULT LEARNING PRINCIPLES, AND PRINCIPLES OF PERFORMANCE-BASED EDUCATION. (5.5.3) ORGANIZATIONAL GOALS AND OBJECTIVES, AVAILABLE RESOURCES, AND INSTRUCTIONAL METHODS. (5.5.4) ORGANIZATIONAL GOALS AND OBJECTIVES, RECORD-KEEPING SYSTEMS, DATA ACQUISITION TECHNIQUES, AND INSTRUCTIONAL METHODS. (5.5.5) PROFESSIONAL TRENDS, EMERGING TECHNOLOGIES, FUTURE ORGANIZATIONAL CONSTRAINTS, AND FUTURE RESOURCES. (5.5.6)
REQUISITE SKILLS:	CONDUCTING RESEARCH, FACILITATION COMMITTEE MEETINGS, AND NEEDS AND TASK ANALYSIS; ORGANIZING INFORMATION INTO FUNCTIONAL GROUPINGS AND INTERPRETING DATA. (5.5.2) THE ABILITY TO CONDUCT INSTRUCTIONAL PLANNING AND EVALUATE TRAINING OPTIONS. (5.5.3) THE ABILITY TO ASSIGN RESPONSIBILITY, CONDUCT RESEARCH, FACILITATE COMMITTEE MEETINGS, ORGANIZE INFORMATION, COMMUNICATE ORALLY AND IN WRITING, AND INTERPRET DATA. (5.5.4) THE ABILITY TO EVALUATE AND ANALYZE DATA. (5.5.5) THE ABILITY TO CONDUCT RESEARCH, EVALUATE TRENDS, AND FORECAST NEEDS. (5.5.6)

PERFORMANCE GOAL

GIVEN:

1. A summary of the purpose of professional development
2. A summary of organizational and individual professional development needs
3. A summary of training and professional development principles, guides, and standards
4. A summary of the results of a professional development needs analysis
5. A summary of professional trends, emerging technologies, and future organizational goals and objectives
6. Samples of agency job descriptions

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the purpose of professional development, which may include:
 - To meet organizational or individual training needs
 - To create organizational consistency

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 2: HUMAN RESOURCE MANAGEMENT FOR THE FIRE MARSHAL

- Succession planning
- Employee incentives
- 2. Describe how to identify and prioritize organizational and individual professional development needs, which may include:
 - Conducting research
 - Facilitating committee meetings
 - Needs and task analysis
 - Organizing information into functional groupings
 - Interpreting data
- 3. Describe and evaluate the considerations that go into selecting, recommending, or implementing a professional development program, which may include:
 - Training availability
 - Cost effectiveness
 - Instructional delivery model
 - Delivery timeframe
 - Funding source (employee vs. department)
 - Employee buy-in
 - Job specifications
 - Union-related issues
 - Human resource-related issues
 - Continuing education considerations
- 4. Describe the key components of a successful professional development program which, at a minimum should:
 - Be job-related
 - Be performance-based
 - Incorporate adult learning principles
 - Meet organizational goals and requirements
 - Impart jurisdiction-specific knowledge and skills
 - Have measurable results
- 5. Describe how to evaluate the effectiveness of a professional development programs, which at a minimum:
 - Meets legal mandates
 - Meets jurisdictional needs
 - Meets training and development objectives
- 6. Describe the importance of evaluating and forecasting organizational and individual professional development needs, which may include:
 - Budgeting
 - Meeting future training needs

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 2: HUMAN RESOURCE MANAGEMENT FOR THE FIRE MARSHAL

- Anticipate trends
 - Anticipate future staffing needs
 - Anticipate legislative or regulatory changes
 - Reduce liability
7. Describe the process for evaluating and forecasting organizational and individual professional development needs, which at a minimum ***shall*** include:
- Conducting research
 - Evaluating resources
 - Evaluating trends
 - Forecast needs

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 2: HUMAN RESOURCE MANAGEMENT FOR THE FIRE MARSHAL

FM 2-11: DESCRIBE THE EFFECTIVENESS OF AN EMPLOYEE ASSISTANCE PROGRAM

AUTHORITY:	STATE FIRE MARSHAL (FROM CHIEF OFFICER CTS)
LEVEL:	II

PERFORMANCE GOAL

GIVEN:

1. A summary of the elements in an employee assistance program
2. A summary of the methods to provide employee assistance

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the elements in an employee assistance program, which may include:
 - Confidentiality
 - Department policy
 - Methods to access
 - Peer counseling
 - Professional assistance
 - Specific assistance options, which may include:
 - ♦ Critical Incident Stress Debriefing (CISD)
 - ♦ Financial
 - ♦ Substance abuse
 - ♦ Psychological
 - ♦ Usage data
2. Describe the methods to provide employee assistance, which may include:
 - Contracted resources
 - External resources
 - Internal resources

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 2: HUMAN RESOURCE MANAGEMENT FOR THE FIRE MARSHAL

FM 2-12: DESCRIBE THE EFFECTIVENESS OF AN INCENTIVE PROGRAMS

AUTHORITY:	STATE FIRE MARSHAL (FROM CHIEF OFFICER CTS)
LEVEL:	II

PERFORMANCE GOAL

GIVEN:

1. A summary of types of incentive programs
2. A summary of goals of incentive programs
3. A summary of methods to gather data regarding incentives

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe types of incentive programs, which may include:
 - Education
 - Leave use
 - Pay for performance or other variable management compensation programs
 - Specialty pay, which may include:
 - ♦ Paramedic
 - ♦ Hazardous materials technician
2. Describe goals of incentive programs, which may include:
 - Fiscal objectives
 - Increasing level of education in agency
 - Leave use reductions
3. Describe methods to gather data regarding incentives

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 2: HUMAN RESOURCE MANAGEMENT FOR THE FIRE MARSHAL

FM 2-13: DESCRIBE AND DEMONSTRATE THE CHIEF OFFICER'S ROLE IN COMMUNICATION

AUTHORITY:	STATE FIRE MARSHAL (FROM CHIEF OFFICER CTS)
LEVEL:	II

PERFORMANCE GOAL

GIVEN:

1. A summary of the basic communication model
2. A summary of communication methods
3. A summary of formal and informal communications
4. A summary of factors that affect communications
5. A summary of methods used to develop public communications
6. A summary of the principles of effective writing

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the communication model (cycle)
2. Describe and demonstrate formal communication, which may include:
 - Orders and directives
 - Standard operating procedures
 - Written policies and procedures
3. Describe informal communication
4. Describe and demonstrate factors that affect communication, which at a minimum **shall** include:
 - Cultural barriers
 - Difference between listening and hearing
 - Emotional context
 - Fire officer-subordinate relationship
 - Fire officer-victim rapport
 - Physical barriers
 - Semantic barriers
5. Describe and demonstrate public speaking, which may include:
 - Media relations
 - News/press release
 - Presentations
6. Describe the importance of communication etiquette
7. Describe communication mediums, which may include:
 - Letters/memorandum/email



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 2: HUMAN RESOURCE MANAGEMENT FOR THE FIRE MARSHAL

- Radio
 - Telephones/cell phones
8. Describe and demonstrate the principles of effective writing

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 3: COMMUNITY AND GOVERNMENT RELATIONS FOR THE FIRE MARSHAL

SECTION 3: COMMUNITY AND GOVERNMENT RELATIONS

FM 3-1: DESCRIBE AND DEMONSTRATE PREPARING COMMUNITY AWARENESS PROGRAMS

AUTHORITY:	STATE FIRE MARSHAL (FROM CHIEF OFFICER CTS) NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTIONS 5.4.3 AND 5.4.4
LEVEL:	II
REQUISITE KNOWLEDGE:	METHODS OF DISSEMINATING INFORMATION TO THE MEDIA, MEDIA NEEDS, AND ORGANIZATIONAL POLICIES FOR MEDIA RELATIONS. (5.4.3) INTERVIEW METHODOLOGY AND TECHNIQUES, ORGANIZATIONAL POLICIES AND PRACTICES. (5.4.4)
REQUISITE SKILLS:	THE ABILITY TO MAINTAIN A CONSTRUCTIVE RELATIONSHIP WITH MEDIA GROUPS AND PROVIDE WRITTEN AND ORAL INFORMATION. (5.4.3) THE ABILITY TO COMMUNICATE ORALLY AND DEMONSTRATE PROPER INTERVIEW TECHNIQUES. (5.4.4)

PERFORMANCE GOAL

GIVEN:

1. A list of media outlets such as newspaper, radio, web pages, and television; characteristics of local media including deadlines; and the resources to provide media with accurate information,
2. A summary of local agencies and nontraditional community service organizations
3. A summary of organizational goals and prevention practices and strategies and knowledge of interview techniques
4. A summary of the procedures for directing staff in the protocol in media and community relations

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe media communication strategies and policies that result in consistent and accurate prevention information dissemination in an understandable manner
2. Describe local agencies and organizations that are available to respond to community needs
3. Demonstrate media interviews, so that consistent and accurate information is disseminated in an understandable manner
4. Describe the procedures for directing staff in the protocol in media and community relations

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 3: COMMUNITY AND GOVERNMENT RELATIONS FOR THE FIRE MARSHAL

FM 3-2: DESCRIBE AND DEMONSTRATE A LEADERSHIP ROLE IN THE COMMUNITY

AUTHORITY:	STATE FIRE MARSHAL (FROM CHIEF OFFICER CTS) NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTIONS 5.4.1 AND 5.4.2
LEVEL:	II
REQUISITE KNOWLEDGE:	COMMUNITY DEMOGRAPHICS, FORMAL AND INFORMAL COMMUNITY LEADERS, COMMUNITY GROUPS, COMMUNITY AND CIVIC ISSUES, EFFECTIVE CUSTOMER SERVICE METHODS, AND ORGANIZATIONAL POLICIES FOR COMMUNITY RELATIONS. (5.4.1) COMMUNITY DEMOGRAPHICS, FORMAL AND INFORMATION COMMUNITY LEADERS, COMMUNITY GROUPS, COMMUNITY AND CIVIC ISSUES, EFFECTIVE CUSTOMER SERVICE METHODS, AND ORGANIZATIONAL POLICIES FOR COMMUNITY RELATIONS. (5.4.2)
REQUISITE SKILLS:	THE ABILITY TO EFFECTIVELY COMMUNICATE IN WRITING AND ORALLY. (5.4.1) THE ABILITY TO EFFECTIVELY COMMUNICATE IN WRITING AND ORALLY. (5.4.2)

PERFORMANCE GOAL

GIVEN:

1. A summary of the role of the Fire Marshal as a community leader
2. A summary of the importance of creating meaningful relationships with community groups
3. A summary of opportunities for community interaction,
4. A list of groups with shared concerns and an understanding of relevant safety measures
5. A summary of a safety proposal presentation

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the role of the Fire Marshal as a community leader, which may include:
 - Authority figure
 - Subject matter expert
 - Economic vitality
 - Community vision
 - Liaison
 - Problem solver
2. Describe the importance of creating meaningful relationships with community groups, which may include:
 - Fostering community support for fire services
 - Establishing and maintaining ongoing contacts
 - Strengthening communication
 - Fund-raising opportunities / philanthropy
 - Promoting fire and life safety education
3. Describe opportunities for community interaction, which may include:
 - Attending community meetings

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 3: COMMUNITY AND GOVERNMENT RELATIONS FOR THE FIRE MARSHAL

- Participating in community events
 - Fire prevention week
 - Volunteerism
 - Social media
4. Describe developing and demonstrate a safety proposal presentation to community groups, which may include:
- Explaining the issues or needs
 - Describing proposed solutions, impacts, and benefits
 - Soliciting and receiving feedback
 - Creating community buy-in

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 3: COMMUNITY AND GOVERNMENT RELATIONS FOR THE FIRE MARSHAL

FM 3-3: DESCRIBE METHODS AND MEANS TO MONITOR LOCAL, STATE, AND FEDERAL LEGISLATIVE ACTIVITIES TO ENHANCE THE EFFECTIVENESS OF THE FIRE DEPARTMENT

AUTHORITY:	STATE FIRE MARSHAL (FROM CHIEF OFFICER CTS) NFPA 1031 PROFESSIONAL QUALIFICATIONS FOR FIRE INSPECTOR AND PLAN EXAMINER (2009): SECTION 6.2.3
LEVEL:	II
REQUISITE KNOWLEDGE:	THE PROCESS FOR THE DEVELOPMENT OF CODES AND STANDARDS AT THE LOCAL STATE/PROVINCIAL, AND NATIONAL LEVEL AND SOURCES THAT CAN PROVIDE INFORMATION AND TECHNICAL ASSISTANCE IN THE DEVELOPMENT OF FIRE SAFETY LEGISLATION. (6.2.3)
REQUISITE SKILLS:	THE ABILITY TO RECOGNIZE PROBLEMS, COMMUNICATE, AND IDENTIFY COST/RISK BENEFIT. (6.2.3)

PERFORMANCE GOAL

GIVEN:

1. A summary of local legislative bodies that govern fire department activities, the schedule and format of executive staff meetings and a list of community leaders
2. A summary of the state legislative process, a list of local representatives to the state legislature, and the state fire service organizations that monitor legislation
3. A summary of the federal legislative process, a list of local representatives to the Senate and House of Representatives, and the national fire service organizations that monitor legislation

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe at least three (3) methods to monitor local legislative activities that affect the fire department, which at a minimum **shall** include:
 - Communication with formal and informal community leaders
 - Executive staff meetings
 - Public meetings and hearings
2. Describe at least three (3) methods to monitor state legislative activities that affect the fire department, which at a minimum **shall** include:
 - Communication with local representatives to the state legislature
 - Newsletters and websites of state fire service organizations
 - Public meetings and hearings
 - Publications
3. Describe at least three (3) methods to monitor federal legislative activities that affect the fire department, which at a minimum **shall** include:
 - Communication with local representatives to the Senate and House of Representatives
 - Newsletters and websites of national fire service organizations



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 3: COMMUNITY AND GOVERNMENT RELATIONS FOR THE FIRE MARSHAL

- Public meetings and hearings
- Publications

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 5: FIELD INSPECTION FOR THE FIRE MARSHAL

SECTION 4: FIELD INSPECTION

FM 4-1: DESCRIBE EVALUATING AND COORDINATING MANDATED AND NON-MANDATED INSPECTION FREQUENCIES

AUTHORITY:	NFPA 1031 PROFESSIONAL QUALIFICATIONS FOR FIRE INSPECTOR AND PLAN EXAMINER (2009): SECTION 6.2.4 NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTIONS 5.2.1, 5.2.3, 5.3.2, 5.6.3
LEVEL:	II
REQUISITE KNOWLEDGE:	LEGAL PRECEDENCE AND THE VARIOUS SYSTEMS OF GOVERNMENT THAT AFFECT THE PERFORMANCE OF A FIRE INSPECTOR'S DUTIES, HOW TO READ BLUEPRINTS AND IDENTIFY SYMBOLS RELATED TO CONSTRUCTION PLANS AND SPECIFICATIONS, POLICIES AND PROCEDURES OF THE JURISDICTION RELATED TO CODE ENFORCEMENT AND PLANS REVIEW, AND SOURCES OF DETAILED AND TECHNICAL INFORMATION RELATIVE TO PLANS AND SPECIFICATIONS. (6.2.4) ORGANIZATIONAL STRUCTURE; ORGANIZATIONAL MISSION; FUNDAMENTAL STRATEGIC PLANNING PROCESSES; STAFFING POSITIONS, ROLES, AND RESPONSIBILITIES, AND INTRA- AND INTER-ORGANIZATIONAL RELATIONSHIPS. (5.2.1) ORGANIZATIONAL STRUCTURE, LEGAL REQUIREMENTS, ORGANIZATIONAL MISSION, FUNDAMENTAL STRATEGIC PLANNING PROCESSES, ORGANIZATIONAL STAFFING, ROLES, AND RESPONSIBILITIES, STAKEHOLDER RELATIONSHIPS. (5.2.3) OCCUPANCY TYPES, LEVELS OF PROTECTION, EMERGENCY RESPONSE CAPABILITY, LOSS HISTORY, AND THE UNIQUE HAZARDS ASSOCIATED WITH THE COMMUNITY. (5.3.2) ALL APPLICABLE CODES, STANDARDS, AND JURISDICTIONAL REQUIREMENTS; ADMINISTRATIVELY IMPLEMENTING DOCUMENTS AND METHODS; AND TECHNOLOGICAL TOOLS TO AID COMPLIANCE INSPECTIONS. (5.6.3)
REQUISITE SKILL:	THE ABILITY TO IDENTIFY ACCEPTABLE CONSTRUCTION METHODS AND MATERIALS RELATED TO FIRE SAFETY, READ AND INTERPRET CONSTRUCTION PLANS AND SPECIFICATIONS, COMMUNICATE VERBALLY AND IN WRITING, EDUCATE, RESEARCH, MAKE DECISIONS, RECOGNIZE PROBLEMS, AND RESOLVE CONFLICTS. (6.2.4) THE ABILITY TO COMMUNICATE IN WRITING AND ORALLY; ABILITY TO CONSOLIDATE INFORMATION AND DATA FROM A VARIETY OF SOURCES FOR SHORT- AND LONG-TERM PLANNING PURPOSES; ABILITY TO FORECAST STAFFING, CAPITAL, AND BUDGETARY NEEDS TO SUPPORT THE ROLES AND RESPONSIBILITIES OF FIRE MARSHAL; ABILITY TO ESTABLISH AN ORGANIZATIONAL STRUCTURE, TO INCLUDE BOTH EXISTING AND FUTURE STAFFING POSITIONS, TO IMPLEMENT THE ROLES AND RESPONSIBILITIES OF FIRE MARSHAL CONSISTENT WITH THE OVERALL ORGANIZATIONAL STRUCTURE; AND ABILITY TO INTEGRATE RELATIONSHIPS, FUNCTIONS, AND NEEDS OF STAKEHOLDERS. (5.2.1) THE ABILITY TO COMMUNICATE IN WRITING AND ORALLY; ABILITY TO CONSOLIDATE INFORMATION AND DATA FROM A VARIETY OF SOURCES FOR SHORT- AND LONG-TERM PLANNING PURPOSES; ABILITY TO FORECAST STAFFING, CAPITAL, AND BUDGETARY NEEDS TO SUPPORT THE ROLES AND RESPONSIBILITIES FOR FIRE MARSHAL; ABILITY TO ESTABLISH AN ORGANIZATIONAL STRUCTURE, TO INCLUDE BOTH EXISTING AND FUTURE STAFFING POSITIONS, TO IMPLEMENT THE ROLES AND RESPONSIBILITIES OF FIRE MARSHAL CONSISTENT WITH THE OVERALL ORGANIZATIONAL STRUCTURE; AND ABILITY TO INTEGRATE RELATIONSHIPS, FUNCTIONS, AND NEEDS OF STAKEHOLDERS. (5.2.3) THE ABILITY TO COMPARE HAZARDS, PROBABILITY OF OCCURRENCE, AND CONSEQUENCE TO ESTABLISHED RISK AND TO RANK THOSE RISKS BASED ON THE EFFECT TO AND IN THE COMMUNITY. (5.3.2)

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 5: FIELD INSPECTION FOR THE FIRE MARSHAL

THE ABILITY TO DEVELOP JURISDICTIONAL REQUIREMENTS FOR THE ADMINISTRATION OF THE INSPECTION FUNCTIONS AND PROGRAMS. (5.6.3)

PERFORMANCE GOAL

GIVEN:

1. A summary of types of occupancies requiring state mandated annual inspections
2. A summary of local agency responsibilities for inspections within limited statutory authority facilities
3. A summary of the procedures for inspection responsibilities related to licensed facilities (STD 850)
4. A summary of CUPA program elements
5. A summary of the procedures for developing and administering an exterior hazard abatement program in the wildland urban interface

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Identify occupancies requiring state mandated annual inspections, which at a minimum **shall** include:
 - Camps
 - High-rise (excluding hospitals)
 - Hotels, motels, and apartments
 - Jails and prisons
 - Schools (K-12)
2. Identify local agency responsibilities for inspections within limited statutory authority facilities, which at a minimum **shall** include:
 - County
 - State
 - Federal
 - Other (sovereign nation)
 - Public utility (PUC)
 - Special districts
3. Identify inspection responsibilities related to licensed facilities (STD 850), which at a minimum **shall** include:
 - HSC 13235
 - Centers for Medicare and Medicaid Service (CMS)
 - Department of Public Health (DPH)
4. Evaluate and coordinate CUPA program elements, which at a minimum **shall** include:
 - Manage all of the six CUPA programs
 - Manage some but not all CUPA programs as a participating agency
 - No CUPA involvement



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 5: FIELD INSPECTION FOR THE FIRE MARSHAL

5. Describe how to develop and administer an exterior hazard abatement program in the wildland urban interface, which at a minimum shall include:
 - Developing and adopting local ordinance language to enable an exterior hazard abatement program
 - Developing and administering an exterior hazard abatement program

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 6: RISK MANAGEMENT FOR THE FIRE MARSHAL

SECTION 5: RISK MANAGEMENT

FM 5-1: DESCRIBE RISK MANAGEMENT TERMINOLOGY, PERCEPTIONS, AND DATA

AUTHORITY:	NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTIONS 5.3.2, 5.3.3, 5.3.4, 5.3.5, AND 5.3.6 AND <i>STATE FIRE MARSHAL</i>
LEVEL:	II
REQUISITE KNOWLEDGE:	OCCUPANCY TYPES, LEVELS OF PROTECTION, EMERGENCY RESPONSE CAPABILITY, LOSS HISTORY, AND THE UNIQUE HAZARDS ASSOCIATED WITH THE COMMUNITY. (5.3.2) TARGET RISKS, AVAILABLE INPUT AND OUTPUT, AVAILABLE DATA MANAGEMENT SYSTEMS, AVAILABLE PERSONNEL, AND RELATED ORGANIZATIONAL PROCEDURES. (5.3.3) FACTS, TRENDS , AND HIGH RISK AREAS. (5.3.4) DATA AND INFORMATION TRENDS, COMMUNITY PERCEPTIONS OF RISK, AVAILABLE RESOURCES, POTENTIAL SOLUTIONS, AND CONSTRAINTS. (5.3.5) EFFECTS OF EXTERNAL AND INTERNAL INFLUENCES UPON THE RISK MANAGEMENT SOLUTIONS, AVAILABLE RESOURCES AND COSTS. (5.3.6)
REQUISITE SKILL:	THE ABILITY TO COMPARE HAZARDS, PROBABILITY OF OCCURRENCE, AND CONSEQUENCE TO ESTABLISHED RISK AND TO RANK THOSE RISKS BASED ON THE EFFECT TO AND IN THE COMMUNITY. (5.3.2) THE ABILITY TO ESTABLISH THE PARAMETERS FOR DATA AND INFORMATION COLLECTION, AND MAINTAIN DATA MANAGEMENT AND STORAGE SYSTEMS. (5.3.3) THE ABILITY TO ANALYZE AND INTERPRET DATA AND INFORMATION AND IDENTIFY TRENDS. (5.3.4) THE ABILITY TO EVALUATE RISK, COMPARE RISK TO AN ESTABLISHED OR PERCEIVED LEVEL OF RISK, AND IDENTIFY POTENTIAL SOLUTIONS. (5.3.5) THE ABILITY TO IDENTIFY AND EVALUATE THE EFFECTS OF INTERNAL AND EXTERNAL INFLUENCES ON THE RISK MANAGEMENT SOLUTIONS. (5.3.6)

PERFORMANCE GOAL

GIVEN:

1. A definition for "risk" and "risk management"
2. A summary of the probability versus consequences model
3. A summary of risk management perceptions
4. A summary of data and information to conduct a risk analysis
5. A summary of procedures to interpret data and information in order to conduct a risk analysis
6. A summary of procedures for conducting risk analysis
7. A summary of a community risk profile establishing an acceptable level of risk
8. A summary of procedures for developing a community risk profile
9. A summary of a risk management solution based on the risk profile

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Define risk and risk management
2. Describe the probability versus consequences model
3. Describe risk management perceptions, which at a minimum **shall** include:

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 6: RISK MANAGEMENT FOR THE FIRE MARSHAL

- *Community perception*
 - *Fire service perception*
 - *Fire marshal perception*
4. Describe the types of data used to analyze risk, which may include:
- *Annual reports and records*
 - *Emergency incident data*
 - *Facts*
 - *Trends*
 - *Target risks*
 - *Community input*
 - *Census data*
 - *Historical records*
 - *Financial records*
 - *Regulations*
5. Describe additional data available to analyze:
- *Pandemics*
 - *Storms/Floods*
 - *Earthquakes*
 - *Terrorism*
 - *Wildland Urban Interface*
6. Describe components of a community risk profile, which may include:
- *Protection levels*
 - *Loss history*
 - *Stakeholder, political and community group perceptions of risk*
 - *Topography, climate, geology, and geography*
 - *Unique hazards perils with the community*
 - *Occupancy types*
 - *Percent of responses by occupancy types*
 - *Perception of risk*
 - *Demographics*
 - *Population density and anticipated growth*
 - *Construction types*
 - *Construction features*
 - *Fire department access*
 - *Water supply*

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 6: RISK MANAGEMENT FOR THE FIRE MARSHAL

FM 5-2: DESCRIBE RISK MANAGEMENT TERMINOLOGY AND DATA IN THE WILDLAND URBAN INTERFACE

AUTHORITY:	NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTIONS 5.3.2, 5.3.3, 5.3.4, 5.3.5, AND 5.3.6
LEVEL:	II
REQUISITE KNOWLEDGE:	OCCUPANCY TYPES, LEVELS OF PROTECTION, EMERGENCY RESPONSE CAPABILITY, LOSS HISTORY, AND THE UNIQUE HAZARDS ASSOCIATED WITH THE COMMUNITY. (5.3.2) TARGET RISKS, AVAILABLE INPUT AND OUTPUT, AVAILABLE DATA MANAGEMENT SYSTEMS, AVAILABLE PERSONNEL, AND RELATED ORGANIZATIONAL PROCEDURES. (5.3.3) FACTS, TRENDS , AND HIGH RISK AREAS. (5.3.4) DATA AND INFORMATION TRENDS, COMMUNITY PERCEPTIONS OF RISK, AVAILABLE RESOURCES, POTENTIAL SOLUTIONS, AND CONSTRAINTS. (5.3.5) EFFECTS OF EXTERNAL AND INTERNAL INFLUENCES UPON THE RISK MANAGEMENT SOLUTIONS, AVAILABLE RESOURCES AND COSTS. (5.3.6)
REQUISITE SKILL:	THE ABILITY TO COMPARE HAZARDS, PROBABILITY OF OCCURRENCE, AND CONSEQUENCE TO ESTABLISHED RISK AND TO RANK THOSE RISKS BASED ON THE EFFECT TO AND IN THE COMMUNITY. (5.3.2) THE ABILITY TO ESTABLISH THE PARAMETERS FOR DATA AND INFORMATION COLLECTION, AND MAINTAIN DATA MANAGEMENT AND STORAGE SYSTEMS. (5.3.3) THE ABILITY TO ANALYZE AND INTERPRET DATA AND INFORMATION AND IDENTIFY TRENDS. (5.3.4) THE ABILITY TO EVALUATE RISK, COMPARE RISK TO AN ESTABLISHED OR PERCEIVED LEVEL OF RISK, AND IDENTIFY POTENTIAL SOLUTIONS. (5.3.5) THE ABILITY TO IDENTIFY AND EVALUATE THE EFFECTS OF INTERNAL AND EXTERNAL INFLUENCES ON THE RISK MANAGEMENT SOLUTIONS. (5.3.6)

PERFORMANCE GOAL

GIVEN:

1. A summary of a data and information management programs
2. A summary of data from annual reports and records retention system
3. A summary of procedures to interpret data and information in order to conduct a risk analysis
4. A summary of data and information to conduct a risk analysis
5. A summary of emergency incident data
6. A summary of procedures for conducting risk analysis
7. A summary of perceptions of risk
8. A summary of procedures for evaluating target risks
9. A summary of procedures for developing a community risk profile
10. A summary of a community risk profile establishing an acceptable level of risk
11. A summary of a risk management solution based on the risk profile
12. A summary of Fire Hazard Severity Zone Maps
13. A summary of Hyperspectral imaging
14. A summary of Community Wildfire Prevention Plans

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 6: RISK MANAGEMENT FOR THE FIRE MARSHAL

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the type of data required to assess risk in the wildland urban interface
 - *Fire hazard severity zone maps*
 - *Hyperspectral imaging*
 - *Community Wildfire Prevention Plans*
 - *Annual reports and records*
 - *Emergency incident data*
 - *Facts*
 - *Trends*
 - *Target risks*
 - *Community input*
 - *Census data*
 - *Historical records*
 - *Financial records*
 - *Regulations*
2. *Describe the components for a community risk profile specific to a wildland urban interface:*
 - *Fuel types and density*
 - *Topography and climate*
 - *Ignition-Resistant Construction features*
 - *Emergency access and egress*
 - *Water supply*
 - *Fuel mitigation measures and effectiveness*

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 6: RISK MANAGEMENT FOR THE FIRE MARSHAL

FM 5-3: CREATING AND IMPLEMENTING A RISK MANAGEMENT PROGRAM OR SOLUTION

AUTHORITY:	NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTIONS 5.3.7, 5.3.8, 5.3.9, AND 5.3.10
LEVEL:	II
REQUISITE KNOWLEDGE:	<p>ROLES AND RESPONSIBILITIES OF OTHER ORGANIZATIONAL GROUPS AND HOW THE PROPOSED RISK MANAGEMENT SOLUTION(S) AFFECT THOSE OTHER UNITS. (5.3.7)</p> <p>ROLES AND RESPONSIBILITIES OF COMMUNITY STAKEHOLDERS AND HOW THE RISK MANAGEMENT SOLUTION(S) AFFECT THOSE STAKEHOLDERS. (5.3.8)</p> <p>THE GOALS AND OBJECTIVES, AVAILABLE INFORMATION, ESTABLISHED LEVEL OF RISK, AND EVALUATION METHODOLOGIES. (5.3.9)</p> <p>APPLICABLE CODES, STANDARDS, AND JURISDICTIONAL REQUIREMENTS AND THEIR DEVELOPMENT PROCESS. (5.3.10)</p>
REQUISITE SKILL:	<p>THE ABILITY TO RECOGNIZE THE APPLICABILITY OF THE RISK MANAGEMENT SOLUTION(S) TO THE ROLES AND RESPONSIBILITIES OF OTHER ORGANIZATIONAL GROUPS. (5.3.7)</p> <p>THE ABILITY TO RECOGNIZE THE APPLICABILITY OF THE RISK MANAGEMENT SOLUTION(S) TO THE ROLES AND RESPONSIBILITIES OF THE OTHER COMMUNITY STAKEHOLDERS. (5.3.8)</p> <p>THE ABILITY TO INTERPRET AND ANALYZE THE DATA ON THE IMPACT OF THE RISK MANAGEMENT PROGRAM. (5.3.9)</p> <p>THE ABILITY TO USE EVALUATIVE METHODS, TO USE CONSENSUS-BUILDING TECHNIQUES, TO COMMUNICATE ORALLY AND IN WRITING, AND TO ORGANIZE PLANS. (5.3.10)</p>

PERFORMANCE GOAL

GIVEN:

1. A summary of a community risk profile
2. A summary of solution analysis
3. A summary of community input and revise if necessary
4. A summary of procedures for implementing timeframes and program changes
5. A summary of procedures for seeking feedback and monitoring the program monitoring
6. A summary of an identified fire safety problem

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe and demonstrate creating a risk management solution based on the risk profile, which at a minimum **shall** include:
 - Analyzing data from community risk profile
 - Evaluating effectiveness of existing solutions
 - Classifying risks
 - Prioritizing risks
 - Identifying potential solutions
 - Identifying factors that influence solution(s) selection
2. Describe implementing a risk management solution or program, which may include:
 - Establishing performance objectives

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SECTION 6: RISK MANAGEMENT FOR THE FIRE MARSHAL

- Developing an implementation plan
 - Implementing solutions
3. Describe evaluation of a risk management solution or program, which may include:
 - Evaluating solutions
 - Modifying solutions and programs as needed
 4. Develop an implementation plan for the approval of a new program, piece of legislation, form of public education, or fire safety code

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 9: REGULATORY PROGRAMS FOR THE FIRE MARSHAL

SECTION 6: REGULATORY PROGRAMS

FM 6-1: DESCRIBE DEVELOPING AND ADOPTING CODES AND JURISDICTIONAL STANDARDS

AUTHORITY:	NFPA 1031 PROFESSIONAL QUALIFICATIONS FOR FIRE INSPECTOR AND PLAN EXAMINER (2009): SECTION 6.2.2 NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTIONS 5.6.1, 5.6.2, AND 5.6.11
LEVEL:	II
REQUISITE KNOWLEDGE:	THE DEVELOPMENT AND ADOPTION PROCESS FOR FIRE SAFETY LEGISLATION OR REGULATIONS. (6.2.2) CODES, STANDARDS, AND JURISDICTIONAL REQUIREMENTS APPLICABLE TO THE MANAGEMENT OF THE REGULATORY ENVIRONMENT INCLUDING, BUT NOT LIMIT TO, NFPA 1031 AND OTHER FIRE, BUILDING, AND LIFE SAFETY CODES. (5.6.1) APPLICABLE JURISDICTIONAL REQUIREMENTS; APPLICABLE LEGAL AND ADMINISTRATIVE PROCESSES IN THE JURISDICTION FOR THE ADOPTION AND MODIFICATION OF CODES, STANDARDS, AND JURISDICTIONAL REQUIREMENTS; STATISTICAL ANALYSIS; MODEL CODES AND STANDARDS DEVELOPMENT PROCESS; AND IDENTIFIED FACTS, TRENDS, AND HIGH RISK AREAS. (5.6.2) JURISDICTIONAL REQUIREMENTS AND MANAGEMENT OBJECTIVES FOR THE REGULATORY MANAGEMENT PROGRAM. (5.6.11)
REQUISITE SKILL:	THE ABILITY TO COMPOSE LEGALLY ADOPTABLE LANGUAGE, RECOGNIZE PROBLEMS, MAKE OBSERVATIONS AND COMMUNICATE TO LEGISLATIVE AUTHORITY. (6.2.2) THE ABILITY TO APPLY THE REQUIRED KNOWLEDGE TO THE ORGANIZATIONAL JURISDICTIONAL REQUIREMENTS; TO APPLY THE REQUIRED KNOWLEDGE TO THE CODES, STANDARDS, AND JURISDICTIONAL REQUIREMENTS DEVELOPMENT AND MODIFICATION PROCESS; AND TO APPLY STATISTICAL ANALYSIS TO A PROBLEM. (5.6.2) THE ABILITY TO EFFECTIVELY INTERPRET JURISDICTIONAL REQUIREMENTS AND TO WRITE JURISDICTIONAL REQUIREMENTS IN ACCORDANCE WITH ADMINISTRATIVE AND LEGAL GUIDELINES. (5.6.11)

PERFORMANCE GOAL

GIVEN:

1. A summary of fire loss data
2. A summary of model codes and standards
3. A summary of state amended codes and standards
4. A summary of needs and deficiencies of the jurisdiction
5. A summary of findings of facts specific to the jurisdiction
6. A summary of areas not specifically addressed by the code

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the California Building Standards code adoption process
2. Describe adoption and modification of California Building Standards at the local level, which may include:



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SECTION 9: REGULATORY PROGRAMS FOR THE FIRE MARSHAL

- When to adopt and modify codes at the local level
 - Considerations for adopting and modify codes, standards, ordinances and resolutions at the local level
 - How to adopt and modify codes, standards, ordinances, or resolutions at the local level
3. Describe maintenance of codes, standards, ordinances, or resolutions at the local level

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 9: REGULATORY PROGRAMS FOR THE FIRE MARSHAL

FM 6-2: DESCRIBE DEVELOPING AND ADMINISTERING AN INSPECTION PROGRAM

AUTHORITY:	NFPA 1031 PROFESSIONAL QUALIFICATIONS FOR FIRE INSPECTOR AND PLAN EXAMINER (2009): SECTION 6.2.4 NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTION 5.6.3
LEVEL:	II
REQUISITE KNOWLEDGE:	LEGAL PRECEDENCE AND THE VARIOUS SYSTEMS OF GOVERNMENT THAT AFFECT THE PERFORMANCE OF THE FIRE INSPECTOR'S DUTIES, HOW TO READ BLUEPRINTS AND IDENTIFY SYMBOLS RELATED TO CONSTRUCTION PLANS AND SPECIFICATIONS, POLICIES AND PROCEDURES OF THE JURISDICTION RELATED TO CODE ENFORCEMENT AND PLANS REVIEW, AND SOURCES OF DETAILED AND TECHNICAL INFORMATION RELATIVE TO PLANS AND SPECIFICATIONS. (6.2.4) ALL APPLICABLE CODES, STANDARDS, AND JURISDICTIONAL REQUIREMENTS; ADMINISTRATIVELY IMPLEMENTING DOCUMENTS AND METHODS; AND TECHNOLOGICAL TOOLS TO AID COMPLIANCE INSPECTIONS. (5.6.3)
REQUISITE SKILL:	THE ABILITY TO IDENTIFY ACCEPTABLE CONSTRUCTION METHODS AND MATERIALS RELATED TO FIRE SAFETY, READ AND INTERPRET CONSTRUCTION PLANS AND SPECIFICATIONS, COMMUNICATE VERBALLY AND IN WRITING, EDUCATE, RESEARCH, MAKE DECISIONS, RECOGNIZE PROBLEMS, AND RESOLVE CONFLICTS. (6.2.4) THE ABILITY TO DEVELOP JURISDICTIONAL REQUIREMENTS FOR THE ADMINISTRATION OF THE INSPECTION FUNCTION AND PROGRAMS. (5.6.3)

PERFORMANCE GOAL

GIVEN:

1. A summary of a community risk assessment
2. A summary of codes and standards
3. A summary of jurisdictional procedures and regulations
4. A summary of identified fire and life safety issues
5. A summary of a citation program
6. A summary of an exterior fuel hazard abatement program for buildings in the wildland urban interface

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe elements of an inspection program
2. Describe the considerations that go into developing an inspection program
3. Identify state mandated inspections
 - Types of state mandated annual inspections
 - Local agency responsibilities for inspections within limited statutory authority facilities
4. Describe inspection related documents and citations
5. Describe the process for developing a citation program
6. Describe special inspections
 - Identify inspection responsibilities related to the STD 850 form



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SECTION 9: REGULATORY PROGRAMS FOR THE FIRE MARSHAL

- Describe the three levels of involvement with the Certified Unified Program Agency (CUPA)
- 7. Describe how to develop and administer an exterior hazard abatement program in the wildland urban interface

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 9: REGULATORY PROGRAMS FOR THE FIRE MARSHAL

FM 6-3: DESCRIBE DEVELOPING AND ADMINISTERING A PLAN REVIEW PROGRAM

AUTHORITY:	NFPA 1031 PROFESSIONAL QUALIFICATIONS FOR FIRE INSPECTOR AND PLAN EXAMINER (2009): SECTIONS 6.2.5 NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTION 5.6.4 LEVEL: II
REQUISITE KNOWLEDGE:	TYPES AND SOURCES OF PUBLICATIONS, INCLUDING APPROVAL AND LISTINGS GUIDES, CODES AND STANDARDS, AND TECHNICAL REFERENCES. (6.2.5) ALL APPLICABLE CODES, STANDARDS, AND JURISDICTIONAL REQUIREMENTS; WORKFLOW PROCESSES OF THE JURISDICTION; AND TECHNOLOGICAL TOOLS FOR THE PLAN REVIEW PROCESS. (5.6.4)
REQUISITE SKILL:	THE ABILITY TO RECOGNIZE THE NEED FOR MATERIALS, IDENTIFY CORRECT MATERIALS, CALCULATE BUDGET IMPACT, AND MAKE DECISIONS REGARDING PRIORITIES. (6.2.5) THE ABILITY TO DEVELOP JURISDICTIONAL REQUIREMENTS FOR THE ADMINISTRATION OF THE PLAN REVIEW FUNCTIONS AND PROGRAM AND TO ASSIGN TASKS. (5.6.4)

PERFORMANCE GOAL

GIVEN:

1. A summary of methods for managing an up-to-date library of codes, standards, ordinances, and checklists
2. A summary of the procedures for reviewing and approving plan review checklists, forms, and policies and procedures created by subordinates
3. A summary of the procedures for developing and administering a plan review program

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe plan review program development and administration
2. Describe the considerations for managing plan review resources
3. Describe plan review program management
 - Review and approve policies and procedures for administering plan review functions
 - Review and approve plan review checklists and forms created by the plans examiner

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 9: REGULATORY PROGRAMS FOR THE FIRE MARSHAL

FM 6-4: DESCRIBE ADMINISTERING AN INTERPRETATION PROCESS, ALTERNATIVE COMPLIANCE, AND APPEALS PROGRAM

AUTHORITY:	NFPA 1031 PROFESSIONAL QUALIFICATIONS FOR FIRE INSPECTOR AND PLAN EXAMINER (2009): SECTION 6.2.1 NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTIONS 5.6.5, 5.6.8, AND 5.6.9
LEVEL:	II
REQUISITE KNOWLEDGE:	THE ESTABLISHED PROCEDURE FOR MODIFICATION OF APPLICABLE CODES AND STANDARDS, THE JUDICIAL REVIEW PROCESS, AND THE ESTABLISHED APPEALS PROCEDURE FOR THE JURISDICTION. (6.2.1) ADMINISTRATIVE AND LEGAL PROCESSES FOR MANAGING APPEALS. (5.6.5) APPLICABLE CODES, STANDARDS, AND JURISDICTIONAL REQUIREMENTS, ADMINISTRATIVE AND LEGAL CONSIDERATIONS OF COMPLIANCE INTERPRETATIONS. (5.6.8) CODES, STANDARDS, AND JURISDICTIONAL REQUIREMENTS; ADMINISTRATIVE AND LEGAL CONSIDERATIONS OF EQUIVALENCIES, ALTERNATIVE METHODS, AND PERFORMANCE-BASED DESIGN; EVALUATIVE PROGRAMS FOR OBJECTIVE ANALYSIS OF ALTERNATIVE COMPLIANCE MEASURES; AND TECHNOLOGICAL SOLUTIONS FOR ALTERNATIVE COMPLIANCE MEASURE. (5.6.9)
REQUISITE SKILL:	THE ABILITY TO INTERPRET CODES AND STANDARDS, COMMUNICATE REQUIREMENTS, MAKE DECISIONS, LISTEN, READ REPORTS AND PLANS, EVALUATE, AND ISSUE WRITTEN REPORTS. (6.2.1) THE ABILITY TO EFFECTIVELY MANAGE APPEALS IN CONFORMANCE WITH THE APPLICABLE CODES, STANDARDS, AND JURISDICTIONAL REQUIREMENTS. (5.6.5) THE ABILITY TO EVALUATE PRESCRIPTIVE CODES, STANDARDS, AND JURISDICTIONAL REQUIREMENTS. (5.6.8) THE ABILITY TO EVALUATE AND VERIFY THE VALIDITY OF NONPRESCRIPTIVE DESIGN APPROACHES AND TO DEVELOP JURISDICTIONAL REQUIREMENTS FOR THE ADMINISTRATION OF ALTERNATIVE COMPLIANCE PROGRAMS. (5.6.9)

PERFORMANCE GOAL

GIVEN:

1. A summary of codes and standards
2. A summary of an appeals program
3. A summary of jurisdictional requirements for alternative compliance
4. A summary of complex issues related to the appeal process
5. A summary of the appeal being brought forward

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the interpretation process
 - Describe interpretation and its purpose
 - Describe the interpretation and code clarification process
2. Describe alternative methods of compliance program management
3. Describe developing a jurisdictional process for alternative methods of compliance
4. Describe the management of an appeals process



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 9: REGULATORY PROGRAMS FOR THE FIRE MARSHAL

- Describe appeals and their purpose
- Identify to which office one should submit appeals
- Develop and implement an appeals process

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy



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SECTION 9: REGULATORY PROGRAMS FOR THE FIRE MARSHAL

FM 6-5: DESCRIBE ADMINISTERING A PROGRAM FOR PERMITS, LICENSES, AND CERTIFICATES OF OCCUPANCY

AUTHORITY:	NFPA 1031 PROFESSIONAL QUALIFICATIONS FOR FIRE INSPECTOR AND PLAN EXAMINER (2009): SECTION 6.2.6 NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTION 5.6.7
LEVEL:	II
REQUISITE KNOWLEDGE:	LEGAL AUTHORITY FOR PERMIT ISSUANCE AND REVOCATION AND APPLICABLE CODES AND STANDARDS ADOPTED BY THE JURISDICTION. (6.2.6) LEGAL PROCESSES FOR MANAGING PERMITS, LICENSES, AND/OR CERTIFICATES OF FITNESS. (5.6.7)
REQUISITE SKILL:	THE ABILITY TO COMMUNICATE, MAKE DECISIONS, EVALUATE CONSEQUENCES OF IMPROPER ENFORCEMENT, AND EVALUATE SKILLS OF OTHERS. (6.2.6) THE ABILITY TO MANAGE PERMIT APPLICATIONS IN CONFORMANCE WITH THE APPLICABLE CODES, STANDARDS, AND JURISDICTIONAL REQUIREMENTS. (5.6.7)

PERFORMANCE GOAL

GIVEN:

1. A summary of the procedures to manage a program to evaluate and issue permits, licenses, and certificates of fitness
2. A summary of cost-recovery measures
3. A summary of enforcement regulations for a permit program
4. A summary of the procedures to evaluate program effectiveness
5. A summary of evaluation instruments

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe developing and administering a process to evaluate licenses and issue permits and certificates of occupancy
2. Describe enforcing permit regulations in accordance with the policies of the jurisdiction and applicable codes and standards

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 9: REGULATORY PROGRAMS FOR THE FIRE MARSHAL

FM 6-6: DESCRIBE ADMINISTERING A RECORDS RETENTION SYSTEM

AUTHORITY:	NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTIONS 4.1.13 AND 5.6.6
LEVEL:	II
REQUISITE KNOWLEDGE:	RECORD-KEEPING REQUIREMENTS OF THE JURISDICTION. (5.6.6)
REQUISITE SKILL:	THE FIRE MARSHAL SHALL MAINTAIN RECORDS AND RELATED DOCUMENTS, SO THAT INFORMATION CAN BE RETRIEVED AND IS FILED IN COMPLIANCE WITH THE RECORD-KEEPING POLICIES OF THE ORGANIZATION. (4.1.13) THE ABILITY TO MANAGE RECORDS ACCORDING TO THE APPLICABLE REQUIREMENTS. (5.6.6)

PERFORMANCE GOAL

GIVEN:

1. A summary of a legal requirements for a record retention system
2. A summary of the various types of record retention medium
3. A summary of record retention requirements of the jurisdiction
4. A summary of the Freedom of Information Acts (federal) and Public Records Act (state)

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the types of retention systems, which may include:
 - Archival
 - Digital files
 - Hard-copy files
 - Microfiche files
2. Describe the retention requirements for various fire prevention documents and programs, which at a minimum **shall** include:
 - Federal
 - Local
 - State
3. Describe the protocol for accessing public records, which at a minimum **shall** include:
 - Criteria involving trade secrets
 - Legal review for authorization to release
 - Requesting procedures
4. Describe the elements of a records retention system, which at a minimum **shall** include:
 - Alternate material and methods approvals
 - Annual reports of activities
 - Fire reports
 - Hazardous materials release and exposure reports
 - Inspection reports, forms, and letters

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SECTION 9: REGULATORY PROGRAMS FOR THE FIRE MARSHAL

- Interpretations
 - Ordinances
 - Origin and cause fire investigation reports
 - Permits and certificates that have been issued
 - Plan review comments, approvals, and drawings
 - Policy and procedures manual
 - Resolutions
 - Summons
 - Violation letters
5. Describe the procedures for developing and administering a records retention system, which at a minimum **shall** include:
- Equipment and materials
 - Staffing
 - Timeframes (turnaround time)
 - Timeframes for destroying or purging records
 - Workflow (process)

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 9: REGULATORY PROGRAMS FOR THE FIRE MARSHAL

FM 6-7: DESCRIBE ESTABLISHING A HAZARD COMPLAINT RECONCILIATION PROCESS

AUTHORITY:	NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTION 5.6.10
LEVEL:	II
REQUISITE KNOWLEDGE:	APPLICABLE CODES, STANDARDS, AND JURISDICTIONAL REQUIREMENTS AND ADMINISTRATIVE AND LEGAL CONSIDERATIONS FOR MANAGING AND RESOLVING COMPLAINTS. (5.6.10)
REQUISITE SKILL:	THE ABILITY TO EVALUATE AND RESOLVE COMPLAINTS THROUGH USE OF THE APPROPRIATE LEGAL AND ADMINISTRATIVE REQUIREMENTS. (5.6.10)

PERFORMANCE GOAL

GIVEN:

1. A summary of a situation or condition
2. A summary of codes and standards
3. A summary of legal considerations

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the procedures for developing an administrative process for reconciling hazard complaints, which at a minimum **shall** include:
 - Creating policies and procedures
 - Developing a method for evaluating complaints
 - Developing forms and tracking system
 - Establishing a referral process to other agencies or departments
 - Establishing methods for resolving complaints
2. Describe the procedures for ratifying or modifying decisions of subordinates ahead of an appellate process

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 9: REGULATORY PROGRAMS FOR THE FIRE MARSHAL

FM 6-8: DESCRIBE ADMINISTERING A PROGRAM TO COORDINATE WITH OTHER AGENCIES

AUTHORITY:	NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTIONS 5.6.12
LEVEL:	II
REQUISITE KNOWLEDGE:	OTHER REGULATORY AGENCIES THAT AFFECT THE LOCAL JURISDICTION AND ADMINISTRATIVE AND LEGAL AUTHORITIES PERTAINING TO THE PROGRAM. (5.6.12)
REQUISITE SKILL:	THE ABILITY TO EVALUATE OTHER REGULATORY AGENCIES' REQUIREMENTS AND TO NEGOTIATE AND RESOLVE CONFLICTS. (5.6.12)

PERFORMANCE GOAL

GIVEN:

1. A summary of other agencies whose responsibilities overlap or conflict with those of the fire agency
2. A summary of procedures for negotiating and resolving conflicts between agencies

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the procedures for administering a program to coordinate with other agencies, which at a minimum **shall** include:
 - Developing memoranda of understanding between agencies
 - Negotiating and resolving conflicts between agencies
 - Recognizing and researching jurisdictional limitations
 - Researching other agencies' jurisdictional responsibilities

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 10: FIRE AND LIFE SAFETY EDUCATION FOR THE FIRE MARSHAL

SECTION 7: FIRE AND LIFE SAFETY EDUCATION

FM 7-1: DESCRIBE DEVELOPING A PUBLIC FIRE AND LIFE SAFETY EDUCATION PROGRAM

AUTHORITY:	NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTIONS 5.7.1, 5.7.2, 5.7.3, 5.7.4, AND 5.7.5
LEVEL:	II
REQUISITE KNOWLEDGE:	<p>FIRE AND LIFE SAFETY EDUCATION PLANNING AND EVALUATION PROCESSES, MANAGEMENT OF EDUCATIONAL PROGRAMS, AND PROFESSIONAL DEVELOPMENT REQUIREMENTS, INCLUDING THOSE CONTAINED IN NFPA 1035. (5.7.1)</p> <p>PUBLIC FIRE AND LIFE SAFETY EDUCATION ISSUES, PROGRAM ADMINISTRATION ISSUES, COMMUNITY CONCERNS, AVAILABLE COMMUNITY RESOURCES, AND COST/BENEFIT ANALYSIS METHODS. (5.7.2)</p> <p>POTENTIAL COMMUNITY PARTNERS WITH SHARED CONCERNS AND RESOURCES AND TEAM DEVELOPMENT DYNAMICS. (5.7.3)</p> <p>ORGANIZATION MISSION STATEMENT, COMMUNICATION SYSTEMS, GOALS, POLICIES, AND EDUCATION STRATEGY. (5.7.4)</p> <p>PUBLIC POLICY PROCESS OF THE ORGANIZATION AND EDUCATIONAL ACTIVITIES AND OUTCOMES. (5.7.5)</p>
REQUISITE SKILL:	<p>THE ABILITY TO DESIGN PROGRAM STRATEGY, SELECT PROGRAM COMPONENTS, AND INTERACT WITH COMMUNITY GROUPS, PARTNERSHIPS, AND COLLABORATIVE EFFORTS. (5.7.2)</p> <p>THE ABILITY TO FACILITATE MEETINGS, MOTIVATE PARTNERS TO ACHIEVE GOALS, AND MANAGE AND MAINTAIN TEAMWORK. (5.7.3)</p> <p>THE ABILITY TO CREATE AN AWARENESS CAMPAIGN, DISSEMINATE INFORMATION INTERNALLY, AND IMPLEMENT MARKET STRATEGY. (5.7.4)</p> <p>THE ABILITY TO GENERATE REPORTS AND ANALYZE DATA. (5.7.5)</p>

PERFORMANCE GOAL

GIVEN:

1. A summary of the procedures for examining the need for a public fire and life safety education program
2. A summary of the procedures for developing a public fire and life safety education program
3. A summary of awareness campaign components
4. A summary of the procedures for developing comprehensive public fire and life safety report for policy makers
5. A sample awareness campaign
6. A sample public fire and life safety report for policy makers

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the process for developing, implementing, and evaluating a public fire and life safety education program
2. Demonstrate the process for developing a safety proposal presentation
3. Describe and demonstrate creating a comprehensive public fire and life safety report



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 10: FIRE AND LIFE SAFETY EDUCATION FOR THE FIRE MARSHAL

4. Describe and demonstrate creating an awareness campaign within the organization

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 10: FIRE AND LIFE SAFETY EDUCATION FOR THE FIRE MARSHAL

FM 7-2: DESCRIBE IMPLEMENTING A PUBLIC FIRE AND LIFE SAFETY EDUCATION PROGRAM

AUTHORITY:	NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTIONS 5.7.6 AND 5.7.7
LEVEL:	II
REQUISITE KNOWLEDGE:	EVALUATION INSTRUMENTS, .LEARNING OBJECTIVES, TESTING POLICIES SURVEY POLICIES, AND PROCEDURES. (5.7.6) PROGRAM ADMINISTRATION ISSUES, COMMUNITY CONCERNS, AND AVAILABLE RESOURCES. (5.7.7)
REQUISITE SKILL:	THE ABILITY TO APPLY EVALUATION PRACTICES AND PROCEDURES. (5.7.6) THE ABILITY TO SELECT PROGRAM COMPONENTS, STIMULATE INTEREST AMONG COMMUNITY GROUPS, AND ESTABLISH PARTNERSHIPS AND COLLABORATIVE EFFORTS. (5.7.7)

PERFORMANCE GOAL

GIVEN:

1. A summary of the procedures for implementing a comprehensive public fire and life safety program
2. A summary of the procedures to evaluate and validate program effectiveness
3. A summary of evaluation instruments

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)

1. Describe the process for implementing a comprehensive public fire and life safety program
2. Describe the procedures for evaluating the outcomes

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 11: INVESTIGATION FOR THE FIRE MARSHAL

SECTION 8: INVESTIGATION

FM 8-1: DESCRIBE AND DEMONSTRATE MANAGING THE FIRE CAUSE AND ORIGIN INVESTIGATIVE PROCESS

AUTHORITY:	NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTIONS 5.8.2, 5.8.3, 5.8.4, 5.8.5, 5.8.6, AND 5.8.7
LEVEL:	II
REQUISITE KNOWLEDGE:	<p>LOCAL, STATE, AND FEDERAL LAWS; INVESTIGATION METHODOLOGY; AND APPLICABLE CODES, STANDARDS, AND JURISDICTIONAL REQUIREMENTS TO CONDUCT INVESTIGATIONS. (5.8.2)</p> <p>LOCAL, STATE, AND FEDERAL LAWS RELATED TO INVESTIGATION, CODES, STANDARDS, AND JURISDICTIONAL REQUIREMENTS, AND OTHER PERTINENT REFERENCES. (5.8.3)</p> <p>ORAL AND WRITTEN COMMUNICATION AND STATISTICAL ANALYSIS. (5.8.4)</p> <p>LOCAL, STATE, AND FEDERAL LAWS, REGULATIONS, AND STANDARDS FOR THE SAFETY OF EMPLOYEES; TECHNICAL KNOWLEDGE OF EQUIPMENT; AND USE OF PERSONAL PROTECTIVE ENSEMBLE AND TOOLS NEEDED TO INVESTIGATIONS. (5.8.5)</p> <p>TECHNICAL WRITING AND PROCEDURE/POLICY FORMATTING, POLICY ISSUES, LAW AND LEGAL ASPECTS OF INVESTIGATIONS, AND CODES, STANDARDS, AND JURISDICTIONAL REQUIREMENTS. (5.8.6)</p> <p>FEDERAL, STATE, AND LOCAL RESOURCES AVAILABLE FOR USE. (5.8.7)</p>
REQUISITE SKILL:	<p>THE ABILITY TO MANAGE THE INVESTIGATIVE PROCESS AND EVALUATE THE RESULTS. (5.8.2)</p> <p>THE ABILITY TO WRITE TECHNICAL REPORTS AND COMPILE AND ANALYZE INVESTIGATIVE DATA. (5.8.3)</p> <p>THE ABILITY TO WRITE TECHNICAL REPORTS AND EVALUATE DATA. (5.8.4)</p> <p>THE ABILITY TO COORDINATE TASKS AND PEOPLE, WRITE PROCEDURES, COMMUNICATE, AND UTILIZE RESOURCES. (5.8.5)</p> <p>THE ABILITY TO COMMUNICATE BOTH ORALLY AND IN WRITING. (5.8.6)</p> <p>THE ABILITY TO COMMUNICATE EFFECTIVELY, COORDINATE RESOURCES, AND UTILIZE THOSE RESOURCES. (5.8.7)</p>

PERFORMANCE GOAL

GIVEN:

1. A summary of applicable codes, standards, and jurisdictional requirements for investigations
2. A summary of details of an investigation including evidence collected, reports, scene sketches, photographs, other related information, and data relevant to the investigation
3. A summary of reports compiled from investigation data
4. A summary of personnel, protective equipment, jurisdictional requirements, and other necessary equipment, including investigation tools and resources for investigations
5. A summary of reference materials and laws related to investigations, including due process
6. A summary of the capabilities of available groups and resources

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 11: INVESTIGATION FOR THE FIRE MARSHAL

PERFORMANCE: *(IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)*

2. Define fire origin and cause terminology, which at a minimum **shall** include:
 - Define "origin and cause"
 - Define "fire investigation"
 - Define "arson"
 - Define "unlawful burning"
3. Identify fire investigation types
 - Distinguish between different types of fire investigations
 - Be aware each investigation type has different requirements for scene security, evidence collection and storage, and external agency involvement
4. Describe the procedures for developing an administrative policy for fire cause and origin investigations
5. Identify resources needed to perform fire investigations
6. Describe the procedure for managing resources needed for fire investigations
7. Describe the procedures for reviewing and assessing investigation reports and data
8. Describe the fire marshal's role in fire origin and cause investigations, which at a minimum **shall** include:
 - Conducting investigations
 - Approaching each fire investigation as a criminal fire investigation until criminal activity is ruled out
 - Monitoring investigative actions and administrative follow-up
9. Describe and demonstrate conducting a investigation data analysis and recommending action in order to enhance fire prevention and other programs

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy

RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 11: INVESTIGATION FOR THE FIRE MARSHAL

FM 8-2: DESCRIBE AND DEMONSTRATE MANAGING THE FIRE/ARSON INVESTIGATIVE PROCESS

AUTHORITY:	NFPA 1037 PROFESSIONAL QUALIFICATIONS FOR FIRE MARSHAL (2007): SECTIONS 5.8.2, 5.8.3, 5.8.4, 5.8.5, 5.8.6. AND 5.8.7
LEVEL:	II
REQUISITE KNOWLEDGE:	<p>LOCAL, STATE, AND FEDERAL LAWS; INVESTIGATION METHODOLOGY; AND APPLICABLE CODES, STANDARDS, AND JURISDICTIONAL REQUIREMENTS TO CONDUCT INVESTIGATIONS. (5.8.2)</p> <p>LOCAL, STATE, AND FEDERAL LAWS RELATED TO INVESTIGATION, CODES, STANDARDS, AND JURISDICTIONAL REQUIREMENTS, AND OTHER PERTINENT REFERENCES. (5.8.3)</p> <p>ORAL AND WRITTEN COMMUNICATION AND STATISTICAL ANALYSIS. (5.8.4)</p> <p>LOCAL, STATE, AND FEDERAL LAWS, REGULATIONS, AND STANDARDS FOR THE SAFETY OF EMPLOYEES; TECHNICAL KNOWLEDGE OF EQUIPMENT; AND USE OF PERSONAL PROTECTIVE ENSEMBLE AND TOOLS NEEDED TO INVESTIGATIONS. (5.8.5)</p> <p>TECHNICAL WRITING AND PROCEDURE/POLICY FORMATTING, POLICY ISSUES, LAW AD LEGAL ASPECTS OF INVESTIGATIONS, AND CODES, STANDARDS, AND JURISDICTIONAL REQUIREMENTS. (5.8.6)</p> <p>FEDERAL, STATE, AND LOCAL RESOURCES AVAILABLE FOR USE. (5.8.7)</p>
REQUISITE SKILL:	<p>THE ABILITY TO MANAGE THE INVESTIGATIVE PROCESS AND EVALUATE THE RESULTS. (5.8.2)</p> <p>THE ABILITY TO WRITE TECHNICAL REPORTS AND COMPILE AND ANALYZE INVESTIGATIVE DATA. (5.8.3)</p> <p>THE ABILITY TO WRITE TECHNICAL REPORTS AND EVALUATE DATA. (5.8.4)</p> <p>THE ABILITY TO COORDINATE TASKS AND PEOPLE, WRITE PROCEDURES, COMMUNICATE, AND UTILIZE RESOURCES. (5.8.5)</p> <p>THE ABILITY TO COMMUNICATE BOTH ORALLY AND IN WRITING. (5.8.6)</p> <p>THE ABILITY TO COMMUNICATE EFFECTIVELY, COORDINATE RESOURCES, AND UTILIZE THOSE RESOURCES. (5.8.7)</p>

PERFORMANCE GOAL

GIVEN:

1. A summary of applicable codes, standards, and jurisdictional requirements for investigations
2. A summary of details of an investigation including evidence collected, reports, scene sketches, photographs, other related information, and data relevant to the investigation
3. A summary of reports compiled from investigation data
4. A summary of personnel, protective equipment, jurisdictional requirements, and other necessary equipment, including investigation tools and resources for investigations
5. A summary of reference materials and laws related to investigations, including due process
6. A summary of the capabilities of available groups and resources

PERFORMANCE: (IN ACCORDANCE WITH DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES)



RE MARSHAL CERTIFICATION TRAINING STANDARDS

SECTION 11: INVESTIGATION FOR THE FIRE MARSHAL

1. Describe the fire marshal's role in criminal fire investigations, which at a minimum ***shall*** include:
 - Developing and managing a criminal fire investigation program
 - Identifying and developing policies and procedures related to performing criminal fire investigations
 - Monitoring investigative actions and administrative follow-up
2. Describe criminal fire investigation considerations
3. Identify laws and regulations that might impact a criminal fire investigation
4. Identify the roles of other agencies and organizations that may be involved with criminal fire investigations

STANDARD:

By successfully completing all assignments and activities, passing all performance tests, and passing all written tests with a minimum of 80% accuracy